

Albemarle County Electoral Board

Virtual Meeting

March 31, 2021

Location: Albemarle County Office Building, 5th Street

Attendance: Jim Heilman, Michael Rodemeyer, Peter Wurzer, Jake Washburne, Clarice Schermerhorn, Lauren Eddy, and Erin Davis

Guest: Kerin Yates, Sue Lewis, and Pat Cochran, League of Women Voters

The meeting began at 10:01 am.

Peter made the following statement: This meeting is being held pursuant to and in compliance with the Continuity of Government Ordinance adopted by the Albemarle County Board of Supervisors. The following individuals are physically and electronically present: *(All were electronically present.)*

The agenda was unanimously adopted.

The minutes for March 11 were unanimously approved.

Preparation for June 8 Primary.

- Early In Person (EIP) voting – Jake noted that Room B in COB-5th is lined up for EIP, and Room C is lined up for processing/stamping mail ballots.
- Clarice noted that she currently plans to order 31,000 ballots. All County precincts will have the same ballot.
- Clarice noted that Staff will soon start recruiting Election Officers (EOs) for EIP voting days. She foresees about 10 EOs needed each day.
- Michael will look at our website instructional videos for voters to see what may need updating.
- Election Officer Management Software – Jake noted that he is not sure when we will actually be able to get the new ElectionForce software but possibly in time to use some of it for June 8.
- Jake noted that we have received about 1,000 mail ballot applications for June 8.

Witness Signature Requirement on Mail Ballots for June 8 Primary. Jim summarized the current situation in which a witness signature is required until the Governor signs a budget bill including language that waives the requirement. This presents a problem if he doesn't sign it until close to or after the date by which mail ballots for the June 8 Primary must be sent out (April 23). After discussion, it was decided that we should prepare two sets of mail ballot instructions – one noting the witness requirement and the other noting that the requirement is waived for the June 8 Primary. Then we should wait until the latest we can (probably April 16 or 19) to find out which instruction sheet to print.

Chief Officers and Assistants. Clarice discussed our current situation – which is generally good – for appointment of Chiefs and Assistants for June 8. There are still a few holes. Jim agreed to contact John Woodworth to see if he has decided yet on whether to remain Free Bridge Chief for June 8.

March 22 Board of Supervisors Budget Work Session. Jake noted that the session went very well and that the Board seemed to understand and accept the budget increases that we need. Jim noted that Board members were extremely complimentary on the way we conducted the Presidential Election last year.

Satellite EIP Sites. Jake said that Lance Stewart of County Facilities Management had queried him as to whether we are hoping to have satellite voting sites for either the June 8 Primary or November 2 General Election. Jake thinks certainly not for June. He noted that ELECT says that we must update our Electronic Pollbook Software before we can have satellite sites. Based on this and other factors, Jake thinks it would be doubtful for November also. Jim proposed revisiting the issue after July 1. Michael suggest looking at pop-up drop off locations for the November General Election.

Job Posting Update. Jake noted that he has updated the job descriptions for the Senior Assistant Registrar position which is open now and for the Election Manager position which will be open on July 1 (Clarice's retirement date). He is working with Human Resources concerning posting these openings.

Other Matters. Sue noted that the City of Charlottesville is already working on adjusting precinct boundaries based on voting population and wondered if we will be doing something similar soon. We noted that, other than possibly laying some groundwork in some places, it is not possible for us to do this until the Census figures that are needed to adjust Magisterial District boundary lines come in.

Executive Session. Michael moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment and performance of one or more current and prospective Albemarle County election officers for the election cycle that began on March 1, 2021, as provided by Section 2.2-3711.A.1 of the Code of Virginia. The Board went into Executive Session at 11:07 am.

The Board came out of Executive Session at 11:20 am. Michael moved the following: RESOLVED, that to the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session. The motion passed unanimously.

Michael moved the appointment of 2 new election officers for a term of one year beginning March 1, 2021. The motion passed unanimously. Their names are Kelley Train and Tristan Ashton.

The meeting was adjourned at 11:21 am.

Respectfully submitted,



James M. Heilman
Secretary, Albemarle County Electoral Board