

MINUTES: Greene County Electoral Board
Tuesday, October 4, 2022

The Greene County Electoral Board meeting of **October 4, 2022**, was held at the office of the Director of Elections (formerly General Registrar) at 32 Stanard Street in Stanardsville, Virginia.

Call to Order

The meeting was called to order by the Chair, Deborah Turck, at 3:06 p.m.

IN ATTENDANCE:

Deborah Turck, Chair
Roberta Culbertson, Secretary

Jennifer Lewis-Fowler, Director of Elections

ABSENT:

Brian O'Regan, Board Member

The meeting agenda prepared by the Director of Elections was adopted.

Old Business

A. Minutes of the previous meeting were reviewed and adopted.

B. Early Voting Update: The Director of Elections reported that some forty voters were voting via early voting each day, for a total of 341 early voters as of October 3, 2022. Early voting began on September 23, 2022. The Director's office had received 107 mail-in ballots as of the same date.

C. Logic & Accuracy testing was completed on all a voting machines by a certified technician.

D. Training for Early Voting officers of election was completed prior to the start of early voting as required by the Code of Virginia.

E. Update on presentations for Government classes at William Monroe High School: Debbie Turck, Roberta Culbertson, and Jennifer Lewis-Fowler discussed that the sessions were well-attended and students were interested. The Director of Elections reported that the presentations had encouraged some students to apply for Page positions for the coming election. The Director of Elections will send a thank-you note to the schools following the election, offering the same presentations in 2023.

F. Training sessions for Officers of Election: Set for October 17, 2022, 2-4 pm at PVCC, and October 22, 10 am-12 pm at Greene County Administration Building. Chiefs and assistant chiefs training is scheduled for October 22, 12-2 pm at the Administration Building. Chiefs will also

pick up materials and obtain any final clarifications or instructions from the Board between 3-5pm on Sunday, November 6, at the office of the Director of Elections.

Page training will be from 2-3 pm on November 6, 2022 at the office of the Director of Elections. Pages will be informed of permissible and expected tasks.

G. Orientation meetings for new officers of election are scheduled for October 3 at 10 am and October 7 at 3:00 pm, at the Office of the Director Elections.

H. Officer of Elections assignments per precinct were finalized.

New Business

A. Review of Election schedule/duties: See schedule dates above. The Board will take on its statutory role of training officers, delivering voting equipment and providing keys and set-up assistance to chiefs. It will monitor the election process on November 8, 2022, and provide assistance to precincts as necessary. The canvass will begin the day after the Election on November 9, 2022, and will conclude on November 14, 2022, after same day registration and mail-in ballots are counted.

B. Election Pages: Five Pages will be participating in the election. The chiefs and officers of election will be trained in what the Pages can and cannot do, and also will be allowed to use their discretion in assigning tasks to Pages.

C. Review of Election sites: All sites have been contacted and reviewed, and arrangements for access to buildings for drop-off of equipment and early access on voting day have been completed.

D. The Board discussed introduction of new material occasioned by legislative changes that must be included in the Board's officer trainings. The Board will focus on the requirements for Same Day Registration, and on changes in the DMV "privilege card." Also, training will address in detail the rights and roles of representatives and observers at the polls, and the rights of OOE's to minimal interference. It was also agreed to provide two-page quick-answer guides to supplement and direct officers to the longer official "What If's" guide. Finally, basic security and officer and equipment safety measures will be taught. The Board agreed that a more robust poll security program is necessary for the protection of officers and equipment, and will begin such a program in 2023.

E. Update on Petition Recall for Circuit Court Clerk: Process is still pending.

Cage/equipment delivery to voting sites will take longer than in the June Primary, due to loss of one member of the moving crew. The Chair has engaged movers and made arrangements for equipment delivery on November 7, 2022.

The office has lost its newest part-time help, reducing the office staff to two part-time staff and the Director. The Board is aware that, due to new requirements, district and precinct changes, and administrative errors at the state level, the administrative burden on the staff is becoming untenable.

Vendors have been scheduled to offer bids on upgrading the office's security. The Board and Director discussed asking other offices in the building if they would wish to be included in a security upgrade.

Closed Meeting

The Chair moved to enter a closed meeting at 4:00pm in accordance with **Code of Virginia** FOIA statute 2.2-3711: "Closed meetings authorized for certain limited purposes." The purposes of this closed session were:

(1) To discuss matters related to: "Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel..." as authorized in FOIA statute 2.2-3711 Section A paragraph 8.

(2) "Discussion of plans to protect public safety...or specific cybersecurity threats...where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program..." as authorized in 2.2-3711 Section A paragraph 19. Specifically, the Board was to review progress on security for the office of the Director of Elections and for equipment and voting materials on the day of the election.

The Chair's motion was seconded by Roberta Culbertson and passed by voice vote. The meeting was closed at 4:05 pm.

The Chair moved to re-open the meeting and the Board agreed by voice vote at 4:30 pm.

Open Meeting

Returning to the open meeting at 4:30 pm, the Chair asked for certification by individual voice vote that only matters named as the purpose of the meeting were discussed during the closed meeting. All Board members certified the content of the meeting. No actions were taken in the meeting.

There being no other business, the meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Roberta Culbertson, Secretary

Approved:

Debbie Turck, Chair

Roberta Culbertson, Secretary

Brian O'Regan, Vice-Chair

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