



# Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

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## Meeting Minutes

November 1, 2022, 6:00 PM

Miller Park Aviary, 420 Grove Street, Lynchburg, VA

### ATTENDANCE

- Members:** David B. Neumeyer, Chair; Carolyn Sherayko, Vice Chair; Betty Gibbs, Secretary
- Registrar's Office:** Christine Gibbons, General Registrar; Aimee Mayer, Assistant Registrar; Kim Conner, Deputy Registrar, Juleigh Brown, Assistant Registrar
- Guests:** Peter Cefaratti; Curt Diemer; Judith Fera; Jamie Finney (US Dept of Homeland Security); Jenny Hall; Sarah Kalafian; Molly McClenon (League of Women Voters); Jeff Rosner (Lynchburg Democratic Committee Authorized Rep); Steve Troxel; John Vassar; Gary Woodson; Kim Wynn

**The meeting was called to order by Chairman Neumeyer at 6:06 PM.**

### APPROVAL OF AGENDA AND MINUTES

The agenda for the meeting was approved.

Registrar Gibbons requested that her responses to public comments be added to the minutes of the October 10 meeting. Vice Chair Sherayko moved that the minutes be so amended; seconded by Secretary Gibbs; approved by 3-0 voice vote.

### ANNOUNCEMENTS

Chairman Neumeyer announced that immediately following the meeting there would be training for precinct chiefs and assistant chiefs and guests were welcome to attend.

### PUBLIC COMMENTS

Mr. Rosner asked whether there was a requirement that the other party be notified in advance of an Electoral Board nomination. No one was aware of such a requirement.

### REGISTRAR REPORT

- 1. CAP Preprocessing.** CAP preprocessing began today; 191 ballots were processed.
- 2. OVO in Early Voting.** About 3,400 ballots have been cast on the OVO in the Registrar's office. The capacity for the machine is 5,000. With about 300 voters daily, there should be no need to switch to another OVO before the end of early in-person voting (in four days). However, if the Registrar sees that the OVO in her office is nearing the 5,000 ballot limit

before Saturday, she will notify the Board and party chairs of the date and time of the machine change.

## ONGOING BUSINESS

**1. CAP Manual.** Board members approved the use of the CAP manual for training Election Officers this year and it was useful for both new and returning Election Officers. The Board had no comments.

**2. Approval of Additional Election Officers.** Three additional Election Officers were approved by the Board. They have been through training and will be placed where needed on Election Day. Motion to approve these additional officers made by Vice Chair Sherayko; seconded by Secretary Gibbs; unanimously approved.

**3. Approval of Chiefs and Assistant Chiefs for 303.** Registrar stated that an additional Assistant Chief was assigned to 303, and the affirmed Republican would be the Assistant Chief, although she was Chief in this precinct last year. An additional Assistant Chief was added to Precinct 303. Vice Chair Sherayko moved that the Board approve Mr. Davis as Chief, and Mr. Works and Ms. Jones as Assistant Chiefs at 303; Secretary Gibbs seconded; unanimously approved.

Secretary Gibbs asked for an explanation of the sporadic assignment of Assistant Chiefs, especially the assignment of five to the Liberty University precinct. Registrar Gibbons stated that with a voter roll of 2000 active voters and 2000 inactive, she anticipated that the Chief (new to that precinct) would need several assistants throughout the day. Although it had been discussed previously as the policy adopted in Bedford, Registrar Gibbons did not assign an additional Assistant Chief to every precinct for the express purpose of Same Day Registrations (SDR). Secretary Gibbs noted that this year's staffing was comparable to that of the recent presidential election. Chairman Neumeyer asked why Assistant Chiefs were needed to help with inactive or SDR voters rather than any trained Election Officer. Registrar stated that her training on SDR instructed preparation for a 10% increase in Election Day registrations. She emphasized that the Liberty precinct is unique.

**4. Approval of Election Officer Assignments for November 8 Election.** Registrar and Deputy prepared the assignment list. Secretary Gibbs asked that the Chief and Assistant be changed for two precincts where Chiefs would not provide their cell numbers to the Board. She reasoned that if a Board member is informed on Election Day that there is a problem at a precinct, the first response would be to call the Chief. Registrar stated that a list of contact information had previously been sent to the Board. Vice Chair Sherayko said there has not been a need in the past to contact Chiefs. Chairman Neumeyer affirmed the value of having contact information for Election Officers and asked Registrar Gibbons to send Board members the list of contact information for precinct Chiefs.

After reviewing the assignment list, Secretary Gibbs informed Registrar Gibbons of several inaccuracies. There had not been sufficient time to review the list to verify that these inaccuracies were corrected, thus, Secretary Gibbs was unwilling to approve the list. Additionally, she pointed out that letters had already been received by Election Officers informing them of their Election Day assignment. Secretary Gibbs questioned why the Board was being asked to approve the list at this point. A vote on the list was tabled until Secretary Gibbs has time to verify corrections.

**5. Procedure for Non-renewal of Election Officer Appointment.** Chairman Neumeyer presented a draft procedure for handling the non-reappointment of future Election Officers. After discussion and two minor changes, Secretary Gibbs moved that the procedure be adopted; Vice Chair Sherayko seconded; unanimously approved. Secretary Gibbs asked where this procedure would not be filed for future reference. Registrar Gibbons stated that she maintains a binder of policies and procedures. Vice Chair Sherayko stated that the Board should review the binder.

**6. Use of Integra Poll Worker Tracking.** At the October meeting, Registrar Gibbons informed the Board that she was entering poll worker contact information into Integra. She stated that this would allow more efficient tracking of Election Officer training and communication with them. She further stated that the Board would not have access to this database because it is part of VERIS, which is only accessible by employees of the Registrar's office. Secretary Gibbs asked that entry of this data cease until other options are considered which allow Board access and oversight. Chairman Neumeyer asked Mrs. Gibbons to prepare a presentation for the December Board meeting.

## **NEW BUSINESS**

There were no new business items.

## **SECOND PUBLIC COMMENTS SESSION**

Steve Troxel asked that a copy of the Non-Renewal of Appointment of Election Officers be included in the Chiefs Manual. He expressed concern that his precinct might be understaffed in view of its historic Election Day traffic and the additional Same Day Registration option this year.

Registrar Gibbons stated that she provided an unscheduled pollbook training session for those who had missed the earlier sessions.

Molly McClenon asked whether non-affiliated citizens are allowed to apply to be Election Officers. She was informed that the application process does not include a party affiliation; that may only be declared by party chairs.

Jenny Hall asked Registrar Gibbons whether the Integra database would allow data to be exported to a spreadsheet that could be shared with Board members. Registrar was unsure but would research.

Steve Troxel asked who forbids Board members from viewing VERIS.

Sarah Kalafian asked whether Election Officers could be moved from another location to Mr. Troxel's precinct (305, Heritage Methodist Church). Registrar said no extras were available.

Chairman Neumeyer announced that an additional 1,000+ voter registrations for Lynchburg had been released from a DMV glitch and the Registrar's office was busy trying to get those changes into the system before Election Day pollbooks are produced.

At 7:01 PM, the Board meeting was recessed and training for Chiefs and Assistant Chiefs began with a presentation by Jamie Finney, US Homeland Security.

At 8:46 PM, the Board meeting resumed.

Vice Chair Sherayko moved that the list of assignments for Election Officers be approved; Chairman Neumeyer seconded. The list was approved on a 2-1 vote, Secretary Gibbs abstained.

The Board meeting was adjourned at 8:47 PM.

**Next Meeting:** Thursday, December 1, 2022, 4 PM, at the GLTC Conference Room.

Respectfully submitted,

Betty Gibbs, Secretary  
Electoral Board  
City of Lynchburg