



Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

Meeting Minutes

April 7, 2022, 4:00 PM

GLTC Conference Room, 800 Kemper Street, Lynchburg, VA

ATTENDANCE

- Members:** David B. Neumeyer, Chair; Carolyn Sherayko, Vice Chair; Betty Gibbs, Secretary
- Registrar's Office:** Christine Gibbons, General Registrar; Kim Conner, Deputy Registrar; Aimee Mayer, Assistant Registrar
- Guests:** Carla Heath (Lynchburg League of Women Voters); Sharon Jones; Sarah Kalafian; Molly McClenon (Lynchburg League of Women Voters); Joshua Pratt (Virginians for America First); Terri Reinhardt; Chris Rhoades; Jeff Rosner (Lynchburg Democratic Party Authorized Rep); Jane Sorenson; Sam Timothy; Steve Troxel (Lynchburg Election Officer)

The meeting was called to order at 4:02 PM by Chairman Neumeyer.

APPROVAL OF AGENDA AND MINUTES

Chairman Neumeyer clarified that going forward Registrar Gibbons will prepare minutes for meetings and forward them to Secretary Gibbs, who will combine them with notes from Board members to produce the official version. Board members were in agreement.

Approval of April 7, 2022 Electoral Board Meeting Agenda. Motion approved unanimously.

Approval of March 3 2022 Electoral Board Meeting postponed to next meeting.

PUBLIC COMMENTS

Chairman Neumeyer announced that procedures for public comments had been adopted by the Board in February 2020. He recommended modifying them to allow comments before and after the Board conducts business. Individuals will be limited to three minutes. Mr. Troxel confirmed that there would be time after the meeting to present comments or questions that might arise as a result of Board discussion/business.

Mr. Troxel introduced Chris Rhoades as a possible candidate for developing online election officer training. Mr. Rhoades is an online professor, thus, very familiar with online education. Mr. Rhoades spoke of the power of training to change behavior and build unity. Additionally, online training can be accessed at the convenience of the user, can be targeted to the needs of the trainee, and can be reviewed later (refresher). He is willing to work pro bono. Registrar Gibbons raised concerns that gifts are forbidden by law. Chairman Neumeyer suggested that

we wait to see what the law says after July 1, and set up a presentation in the meantime. Mrs. Jones raised concerns about those who might not be able to access online training.

Mr. Pratt would like to submit a survey to the Registrar. He requested a meeting with the Registrar and Electoral Board. The Board asked him to email the questionnaire to the Registrar, who will forward the completed survey to the Board for review before returning it to Mr. Pratt.

ONGOING BUSINESS

Computer Systems Security Program.

Registrar Gibbons presented the updates and requested Board approval and signatures. The Change Log was inadvertently omitted from Board copies. Chairman Neumeyer asked Mrs. Registrar to send it to each Board member.

NEW BUSINESS

1. Deadlines and Procedures for Accepting New Election Officers.

The deadline for accepting applications from new election officers is April 20 for the June primary and September 15 for the November general election. Applications are online at: apps.elections.virginia.gov/OnlineForms/OfficerofElection.

2. Flowchart of Procedure for Onboarding Officers of Election.

Registrar Gibbons presented two documents related to procedures for handling new election officers: (1) a flowchart diagramming the steps between applying to be an election officer and being added to the list for approval by the Board, and (2) the "Interview/Orientation Checklist for becoming an Election Official." The Checklist includes questions Mrs. Conner asks applicants during her interviews and becomes part of a confidential personnel file in the Deputy Registrar's office.

3. Voting System Security Plan Updates.

Board members should review and submit comments before May 5 meeting, so the report can be signed at that meeting. The Voting System Security Plan and Walkthrough report for voting equipment is due to the Department of Elections on May 6, 2022.

4. Electronic Pollbook Training Schedule Conflicts with May Electoral Board Meeting.

A training session for the new pollbooks was inadvertently scheduled to begin at 6 PM the same day and in the same location as the May Electoral Board meeting. Board members agreed to meet at 3 PM on May 5 to avoid overlap of the two events.

5. Election Timeline for June Primary.

Registrar Gibbons will confirm canvass dates with vendor and coordinate with Board, then inform party chairs. Chairman Neumeyer and Secretary Gibbs will attend and requested that it be scheduled on May 19.

6. June Primary Ballot Order.

Registrar Gibbons presented the formula and numbers used to determine the quantity of ballots needed for the June Democrat Primary. Analysis of voting history suggests 800 permanent absentee voters; 800 early in-person voters; and overall 8% turnout. With

55,000 currently registered voters, ordering 15% of that number will allow for spoiled and extra ballots. Chairman Neumeyer suggested 9,000 be ordered for precincts, 1,000 for vote by mail, and 2,000 for early voting—a total of 12,000 ballots.

7. Job Descriptions for All Positions.

Assistant Registrar Aimee Mayer is updating the Chief's Manual. Chairman Neumeyer requested that the updates include job descriptions for electoral board members, registrar, and assistant/deputy registrars. He requested bullet points that inclusion procedures and footnotes citing relevant state law.

8. Purchase of New Vote Tabulation Software.

Registrar Gibbons reminded the Board that certification of the current software used for vote tabulation will expire on June 30, 2022. New software is scheduled for purchase in FY 2023 and will include a laptop to be used to “clean” and encrypt thumb drives used in precincts on Election Day. This laptop will also provide reports for CAP (by precinct), as required by new legislation. Registrar will schedule a demo of the new high-speed vote tabulation equipment for the Board.

9. Virginia Electoral Board Association Meeting.

Registrar Gibbons and Vice Chair Sherayko attended the conference. Vice Chair reported that the agenda covered new legislation, election security, and best practices for handling FOIA requests. The new Commissioner of Elections (Susan Beals) was in attendance. Senator Creigh Deeds spoke on how and when to talk to your legislator.

PUBLIC COMMENTS

Mr. Troxel questioned the purpose of the question “What do you think is your role in the precinct on Election Day?” (on the “Interview/Orientation Checklist”) since all applicants will receive the same training and be assigned to various positions throughout election days. He suggested deleting the question since it is irrelevant. A more relevant question might be “How much experience do you have as an election officer?” As a veteran election officer and precinct chief, Mr. Troxel also requested an opportunity to review the revised Chief's Manual before it is finalized for printing. He suggested an orientation specifically for chiefs (and assistants).

Mr. Rosner expressed his hope that the onboarding process for new EOs will prevent a recurrence of the November 2020 Crosspoint precinct incident.

Mrs. Jones suggested that precinct roles should be clearly defined and conflict resolution techniques be covered.

Mr. Pratt asked how much a primary election costs and who pays for it. If it's only for Democrats, do they pay? Registrar Gibbons recalled that a few years ago a primary cost between \$35,000 and \$40,000, paid by taxpayers. He asked whether the Board has a written policy on mask protocols for those working in the precincts. He suggested that election officers be given a choice about mask wearing. He was referred to Virginia Code 24.4-793.d for information related to the permanent absentee list.

End of Public Comments and Public Meeting

EXECUTIVE SESSION

At 5:45 PM, Vice Chair Sherayko motioned to enter Executive Session under Code of Virginia 2.2-3711(2) to discuss personnel items; seconded by Secretary Gibbs, unanimously approved.

Members present:	David Neumeyer	yes
	Carolyn Sherayko	yes
	Betty Gibbs	yes

At 6:30 PM, Secretary Gibbs motioned to exit Executive Session; Vice Chair Sherayko seconded; unanimously approved.

Members present:	David Neumeyer	yes
	Carolyn Sherayko	yes
	Betty Gibbs	yes

Certification of Executive Session

Pursuant to an affirmative recorded vote and in accordance with the Virginia Freedom of Information Act, and because Virginia Code 2.2-3711 requires the Board to certify that the Executive Session was conducted in uniformity with Virginia Law, the Board hereby certifies by vote call that, to the best of each member's knowledge, only personnel items were discussed in Executive Session.

Certify by Motion:	David Neumeyer	yes
	Carolyn Sherayko	yes
	Betty Gibbs	yes

Motion approved unanimously.

Adjourned at 6:32 PM.

Next Meeting: Thursday, May 5, 2022, at 3 PM

Respectfully submitted,

Betty Gibbs, Secretary
Electoral Board
City of Lynchburg