



Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

Meeting Minutes

June 2, 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: Judith Fera; Sarah Kalafian (Lynchburg Republican Committee
Authorized Rep); Dora Purvis; Terri Reinhardt; Jeff Rosner (Lynchburg
Democratic Party Authorized Rep); Steve Troxel (Lynchburg Election
Officer); Roz Webb; Kim Wynn

The meeting was called to order by Chairman Neumeyer at 4:03 PM.

APPROVAL OF AGENDA AND MINUTES

Approval of April 7, 2022 Electoral Board Meeting Minutes. Motion by Vice Chair Sherayko; seconded by Secretary Gibbs. Motion approved by voice vote.

Approval of May 5, 2022 meeting minutes postponed to July meeting.

1. ANNOUNCEMENTS

Chairman Neumeyer announced that the Board had conducted the first work session to review the new *Precinct Chief's Manual* on May 31. A second work session is scheduled for June 7 at 4 PM, in the GLTC Conference Room.

2. PUBLIC COMMENTS

No public comments.

3. REGISTRAR REPORT

a. Update on Redistricting. At the May 24 City Council work session and meeting, City Council deferred voting on Scenario D based on the proposed precinct changes. City Council has requested that the Redistricting Committee present the scenarios and precinct information at the next City Council work session on June 28.

b. Candidate Application Deadline. The application deadline for City Council candidates to appear on the November ballot is June 21 at 7 PM. The Registrar's office will stay open after normal hours to accommodate that deadline. Election day is November 8.

c. Precinct Security Walkthrough. Jamie Finney, Supervisory Protective Security Advisor, Region III Cybersecurity and Infrastructure Security Agency, US Department of Homeland Security, will conduct a security walkthrough of all City of Lynchburg precinct locations June 15 & 16 with the Registrar and Deputy Registrar. Results of the assessment will be reported to the Board.

d. Online Learning Option. Registrar Gibbons discussed the online training prototype developed by Chris Rhoades with the Lynchburg City IT Director Tom Williamson who informed her that the Microsoft Sway free app used by Mr. Rhoades is not available for government licenses. According to the Lynchburg Community Engagement Manager (Josh Quintero) and the Talent Development Coordinator (Sydney Hughes), PowerPoint is an acceptable alternative. Advanced training on PowerPoint is available, as well as IT Help and online courses.

4. NEW BUSINESS

a. Memorandum of Understanding with Chris Rhoades. Chairman Neumeier will present a draft to the Board and Registrar for comments in July.

b. Memorandum of Understanding with Polling Locations. Vice Chair Sherayko suggested that the term "Authorized Representative" be changed to "Owner" throughout the "Agreement for Use of a Facility as a Polling Place". She then made a motion to approve the edited version of the agreement; Secretary Gibbs seconded. Motion approved by voice vote, 3-0. Chairman Neumeier will complete edits with Mrs. Conner and sent it to all precincts.

c. Compliance Review Comparison and Deadlines. Registrar Gibbons created a chart of all deadlines related to the Computer Systems Security Program and the Voting Equipment Security Plan. Vice Chair Sherayko inquired about who is to conduct each of the reviews. Chairman Neumeier asked Mrs. Gibbons to alert the Board in July of any reviews due 90 days prior to the election since he will be out of town most of August. Registrar is to notify the Board in August of reviews due 60 days before the election.

d. Computer Security Compliance; Electoral Board Signatures. During the April 7 meeting, Registrar Gibbons presented the Computer Systems Security Program for review and approval. The Change Log was inadvertently omitted but later emailed to Board members. The document was signed by all Board members at the end of this meeting.

e. Performance Evaluation for General Registrar. Board members have received a copy of the evaluation form. The evaluation will be conducted in Executive Session following the regular July meeting. Chairman Neumeier asked Mrs. Gibbons to submit a self-assessment using the same form and include specifics about what went well and what challenges were encountered. Additionally, Registrar is to present objectives to the Board for the coming year.

5. PUBLIC COMMENTS & QUESTIONS:

Dora Purvis asked which manufacturer's vote tabulation equipment Lynchburg uses. Registrar stated: ESO (Electronic Services Online).

Secretary Gibbs asked why the Board had not been given a list of new election officers to appoint since she was aware of several who have completed applications, interviews with Mrs. Conner, and training on the new pollbooks. Registrar Gibbons responded that her office is working on the list as well as organizing the paperwork. She added that during her tenure the procedure has been to provide a list of applicants who have completed training to the Board on the Tuesday before the Election. At this point, the Electoral Board would vote to appoint the applicants to be election officers the following week. Chairman Neumeyer suggested that the Registrar consider hiring temporary staff to assist with preparing a list for the Board to review.

During this discussion, Mrs. Conner added that applications and interviews can be done in person in a single (scheduled) visit to the Registrar's office. Steve Troxel expressed concern that without an updated list of election officers the parties are unable to know how many additional EOs they need to recruit for sufficient staffing in November. Vice Chair Sherayko offered to assist the Registrar with compiling a list. Registrar Gibbons announced that the file of applicants is available in her office for Board members' review.

Adjourned at 4:55 PM.

Next Meeting: Thursday, July 7, 2022, at 4 PM

Respectfully submitted,

Betty Gibbs, Secretary
Electoral Board
City of Lynchburg