



# Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

---

## Meeting Minutes

July 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; Aimee Mayer, Assistant Registrar;  
Juleigh Brown, Assistant Registrar; Deborah Jenkins, Deputy Assistant  
Registrar; Stacy Link, Assistant Registrar

**Guests:** Jenny Hall; Sarah Kalafian (Lynchburg Republican Committee  
Authorized Rep); Molly McClenon; Dora Purvis; Chris Rhoades; Jeff  
Rosner (Lynchburg Democratic Party Authorized Rep); Sue Stowell;  
Steve Troxel (Lynchburg Election Officer); Rosaland Webb

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

### APPROVAL OF AGENDA AND MINUTES

Approval of the agenda for the July 7, 2022, meeting was approved unanimously.

Mrs. Sherayko moved to approve the April 7, 2022 Electoral Board Meeting Minutes; seconded by Ms. Gibbs; approved unanimously.

With minor changes, minutes for the May 5, 2022, meeting were approved unanimously.

Approval of June 2, 2022 meeting minutes postponed to August meeting.

### ANNOUNCEMENTS

There were no announcements.

### PUBLIC COMMENTS

Jeff Rosner presented a statement from the Lynchburg Democratic Committee recommending that the Board consult the code regarding guidelines for firearms in precincts on Election Day (copy attached).

Steve Troxel requested an updated list of election officers (including names submitted by party chairs and those who have applied online or in person). Registrar Gibbons stated that a list of Board-appointed EOs is posted in the office for public inspection and emailed to party chairs. The list of EO applicants and their progress toward qualification was given to Board members. Chairman Neumeyer instructed Mrs. Gibbs to provide the list to party chairs also.

Mr. Troxel inquired about feedback on a list he had prepared to highlight topics in the new Precinct Chief's Manual that chiefs should be sure to read. Discussion of his list was postponed until all Board members could review it.

Mr. Troxel asked several questions regarding on-demand ballot printing, Registrar Gibbons responded that this would only be an option for early, in-person voting (in the Registrar's office). The printer would be linked to the pollbook(s) and generate the appropriate ballot for each early voter checked in. Responsive to new legislation, ballots for each precinct will be unique and pre-printed and pre-packaged for use on Election Day in each precinct. Vice Chair Sherayko added that the procedures have not been established for handling early, in-person voting under the new requirement for unique ballots in every precinct.

Jennifer Hall asked when the names of election officer applicants and the names submitted by Republican Committee chairwoman Bratton would be presented to the Board. She expressed concern for applicants who might need to make arrangements with employers if they were going to serve as an EO on Election Day. Registrar Gibbons stated that the list of "interested" EO applicants would be forwarded to local party chairs. Chairman Neumeyer said anyone who had applied or whose name was submitted should "presume" that they are approved.

Dora Purvis asked how many EOs work in each precinct and whether some who are trained would not end up being assigned to work on Election Day. Registrar Gibbons stated that according to the City Attorney, the list of appointed election officers is considered a "pool" from which Election Day staffing is drawn. She confirmed depending on the need, everyone on the list might not be needed on Election Day.

## **REGISTRAR REPORT**

**1. Update on Redistricting.** At the June 28 City Council work session, a vote on Scenario D was deferred because of the proposed precinct changes. A public hearing will be held on July 26.

**2. Voter Registrars Association of Virginia (VRAV) Annual Meeting.** Registrar Gibbons, Deputy Registrar Conner, and Assistant Registrar Deborah Jenkins will attend VRAV in Roanoke, August 1-3. Registrar's office will be covered by temporary and parttime staff.

## **ONGOING BUSINESS**

**1. Precinct at West Lynchburg Baptist Church.** Depending on the redistricting scenario adopted, this location may not be needed, but the church is willing to be a precinct location if necessary.

**2. Online Training Module.** Registrar Gibbons is waiting for the City IT Department to finalize log-in access for Mr. Rhoades (software developer). The Board reviewed and approved an agreement drafted by Chairman Neumeyer; motion by Mrs. Sherayko; seconded by Ms. Gibbs; the written agreement was unanimously approved by voice vote.

**3. Precinct Chief's Manual.** Assistant Registrar Aimee Mayer was commended for her superlative work on compiling the manual. She left room for early in-person voting procedures, once they are known. With the understanding that the manual will be updated as the Code and ELECT guidelines change, Mrs. Sherayko moved that the manual be approved; Ms. Gibbs seconded; unanimously approved by voice vote.

**4. Voting Systems Security Program (May 2022)**

**a. Appendix C--Voting Systems Security Review.** Registrar Gibbons reminded the Board that the Security Risk Assessment due before the November general election was completed. Under item "3. What specific items were audited?", pollbooks should be added. The Board will need to sign the review.

**b. Appendix B--Voting System Incident Investigation & Analysis Report.** Registrar Gibbons reported that there were no changes.

**6. Computer Systems Security Program (April 2022) Appendix D--Computer Systems Security Review.** Registrar Gibbons presented the Board a document for signatures affirming that the Security Risk Assessment was completed in May.

**7. New Voting Equipment.** A demonstration of the Unisys Open Elect Freedom Vote Scan was conducted by Election Services Online (ESO) on June 23 for the Electoral Board, elected officials, the general public, and the media. The demo focus was on the new requirement (2022 SB 3 and HB 927) for CAP results to be reported by precinct. The vendor (from whom current equipment was purchased) recommended using older equipment in the precincts (which would save money and keep them compatible and interchangeable) and purchasing new equipment to be used for early, in-person voting. The recommended high-speed scanner would allow faster scanning of mail-in ballots, faster tabulation of results, and could be more responsive to future auditing requirements. Mrs. Sherayko moved that the Board approve purchase of one new high-speed scanner dependent on City Council's action regarding redistricting. Ms. Gibbs seconded; unanimously approved by voice vote.

The Board would like more information on the ballot-on-demand printer (cost, limitations, security, etc.).

**NEW BUSINESS**

**1. Fall Training Schedule for Election Officers.** Registrar Gibbons provided a schedule for training of chiefs and assistants and election officers. All will need training on the new pollbooks. Classes will accommodate 20-25 participants. Local party committees will be permitted to have one authorized representative attend each "New EO" training and should notify the Registrar with the representative's name. Completing the online training will be a prerequisite for mandatory (3-hour) in-person training for all election officers. All authorized representatives should complete the online training.

**2. Approval and Interviews of Election Officers.** Secretary Gibbs prepared a list of names submitted by the Lynchburg Republican Committee Chair and those who have applied to be election officers in Lynchburg (according to a notebook maintained by Deputy Registrar

Conner). All Board members had not had time to review the list. Registrar Gibbons does not plan to present names of applicants to the Board until they have completed training—which is not scheduled to begin until October 5. The list of applicants has been provided to party chairs.

Steve Troxel asked how parties will know whether they need to recruit EOs if the list is withheld until the week before the election. Assistant Registrar Juleigh Brown stated that she is tasked with keeping the list accurate by contacting previous EOs to determine who will be returning. Mrs. Sherayko stated that applicants could not be approved until a background check is completed and paperwork is signed. Mrs. Gibbons added that training was required before Board approval. The Board and party chairs have been given lists of individuals “interested” in becoming EOs. Secretary Gibbs asked when the process changed from choosing approved EOs from the list for training to training them before allowing them on the list.

Regarding notification, Mrs. Sherayko and Mrs. Gibbons met to discuss providing a list of applicants to the Board and party chairs. Juleigh Brown stated that some applicants who are unable to come to the Registrar’s office during business hours are sent paperwork by mail. Chairman Neumeyer will review the Code for clarification on Board approval of EOs.

**3. Precinct Security Review.** Registrar Gibbons reported that the physical security survey was completed by Jamie Finney. She will present the report to the Board after it is finalized in writing.

**4. August Electoral Board Meeting.** Chairman Neumeyer is unavailable on the regular meeting date (August 4), but can attend virtually on August 11. The Board unanimously agreed to meet on August 11 at 4 PM.

## **PUBLIC COMMENTS & QUESTIONS:**

Jenny Hall asked for clarification of training requirements and use of party designations. Mrs. Gibbons explained the training schedule for chiefs and assistants versus election officers. Party designations are only assigned when EOs are identified by party chairs. Mrs. Hall further asked if online training was required before in-person and who would be tracking completions. Mr. Rhoades stated that he could add a feature that contacts the Registrar and the EO confirmation that online training was successfully completed.

Chairman Neumeyer thanked attendees for coming to the meeting and announced that the Board would be entering a closed session to discuss a personnel matter.

## **End of Public Comments and Public Meeting**

## **CLOSED MEETING**

At 6:32 PM, Vice Chair Sherayko moved to enter closed meeting under Code of Virginia 2.2-3711(A)(1) to discuss personnel items; seconded by Secretary Gibbs, and approved 3-0 by voice vote.

At 8:01 PM, Secretary Gibbs moved to exit closed meeting; Vice Chair Sherayko seconded; approved 3-0 by voice vote.

**Certification of Closed Meeting**

Pursuant to the Virginia Freedom of Information Act, Code of Virginia Sections 2.2-3711 and 3712, the Board certified by roll call vote that, to the best of each member's knowledge, the closed meeting heard, discussed and considered (i) only public business lawfully exempted under the Virginia FOIA and (ii) only such business matters identified in the motion to close the meeting; only personnel topics were discussed in Executive Session.

Certify by Motion:	Chairman Neumeyer	yes
	Vice Chair Sherayko	yes
	Secretary Gibbs	yes

With no further business to discuss, the meeting was adjourned at 8:02 PM.

**Next Meeting:** Thursday, August 11, 2022, at 4 PM

Respectfully submitted,

Betty Gibbs, Secretary  
Electoral Board  
City of Lynchburg