



# Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

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## Meeting Minutes

September 1, 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;  
Stacy Link, Assistant Registrar

**Guests:** Cora Cefaratti; Peter Cefaratti; Judith Fera; Jenny Hall; Molly McClenon  
(League of Women Voters); Ann Parker; Terri Reinhardt; Jeff Rosner  
(Lynchburg Democratic Committee Authorized Rep); Steve Troxel  
(Lynchburg Election Officer); Delegate Wendell Walker; Rosaland Webb;  
Gary Woodson

**The meeting was called to order by Chairman Neumeyer at 4:01 PM.**

### APPROVAL OF AGENDA AND MINUTES

The agenda for the meeting was approved with one addition.

Minutes for the June 2, 2022, minutes were approved on a motion from Secretary Gibbs,  
seconded by Vice Chair Sherayko; approved by 3-0 voice vote.

Minutes for the July 7, 2022, minutes were approved on a motion from Secretary Gibbs,  
seconded by Vice Chair Sherayko; approved by 3-0 voice vote.

Minutes for the August 11, 2022, minutes were approved on a motion from Secretary Gibbs,  
seconded by Vice Chair Sherayko; approved by 3-0 voice vote.

### ANNOUNCEMENTS

Registrar Gibbons announced that the office would be closed Monday, September 5, in  
observance of Labor Day.

### PUBLIC COMMENTS

Referring to the Registrar's election timeline, Jeff Rosner asked when pre- and post-  
processing of absentee ballots would take place. Registrar Gibbons will add those dates.

Secretary Gibbs asked Registrar Gibbons to explain for those present how Central  
Absentee Precinct (CAP) and absentee ballot processing are handled. Mrs. Gibbons responded  
that pre-processing begins in CAP a week before the election. Assistant Registrar (AR) Aimee

Mayer explained “expedited processing” which occurs when a ballot is initially received in the mail. The Registrar’s office verifies that all requisite information is complete on the ballot envelope and notifies voters if they need to provide additional information (either by phone or in person). The ballot is not returned to the voter. The “cure” (voter providing missing information) may be provided in person or by mail up to Election Day. After Election Day, “cures” must be received in the mail by noon on Monday, November 14.

Mandatory pre-processing takes place beginning the Tuesday before Election Day. The CAP election officers verify voter identity and check them against the final absentee report. They open the ballot envelope and put the ballot through the ballot reader. The same process is followed on Election Day. Post-processing involves ballots postmarked by Election Day, but received after that day. Though normally done the Friday after the election, that is Veteran’s Day this year, so post-processing will be moved to Monday, November 14, and the same verification process will be conducted by CAP election officers.

Terri Reinhardt asked about ballots that arrive with post-Election Day postmarks. AR Aimee Mayer responded that they are placed in a “rejected ballots” file. Those voters are notified in writing that their ballots were not counted because they were postmarked after the deadline. Envelopes are sent to the Circuit Court to be stored for two years.

Registrar Gibbons clarified that pre-processing takes place for as many days as necessary to process all ballots received by Friday before Election Day. Chairman Neumeyer suggested that this topic should be covered in the online training currently being developed. Vice Chair Sherayko clarified that “expedited processing” does not include scanning ballots, but pre-processing does, and no vote tallies are available until after the polls close on Election Day. Secretary Gibbs asked whether pre-processing dates were posted for observers to attend. They are not posted, but are provided to party chairs, who must authorize observers. Parties are permitted to have up to two observers present (§24.2-655).

## **REGISTRAR REPORT**

**1. Completion of National Certification.** Registrar Gibbons completed requirements for National Certified Elections Registration Administrator (CERA) certification.

**2. Archive of Board Meeting Minutes.** Registrar would like to enhance transparency by creating an archive of older minutes online (after the November election). Vice Chair Sherayko asked and Registrar Gibbons offered no particular parameter for how far back she wishes to post. Chairman Neumeyer agreed that keeping records accessible to the public is a good practice.

**3. Online (and In-Person) Training Update.** The Election Officer module is complete and Chris Rhoades is working to complete the other modules. Board members and some precinct chiefs have editing access to the modules. Registrar Gibbons will request the addition of a slide at the end of the modules for Election Officers directing them to a sign-up for in-person training. The challenge will be limiting each training session to 20-30 people to allow hands-on training. A confirmation letter will also be mailed.

Registrar continues to search for space that will accommodate the training workshops. There is no after-hours staffing at the public library or IT center, however, space at the Miller Center is available. Chairman Neumeyer directed Registrar Gibbons to contact the City Manager and set up a meeting to find a location large enough to accommodate mandatory in-person training.

**4. Redistricting.** Secretary Gibbs requested an update. Registrar Gibbons reported that Lynchburg is waiting for the Attorney General to approve the plan approved by City Council in July. She is making changes in VERIS and notices have been sent. The Department of Elections will send new voter cards to every voter in Lynchburg. Redistricting changes will be added to online maps after the plan is approved. Approximately 1,500 Lynchburg voters will have new polling locations.

## ONGOING BUSINESS

**1. Volunteers in the Registrar's Office.** The City attorney advised Register Gibbons to abide by the most current advisories and statutes, thus, volunteers will not be permitted to assist in the Registrar's office during an election (Advisory dated July 19, 2022; Code of Virginia §24.2-124.1). Registrar provided an updated list to Board members of her current staff.

**2. Paper Ballot Order.** The ballot order approved by the Board last month was nullified when ELECT ballot standards were subsequently issued stating that unique ballots are required for every precinct on Election Day. Registrar Gibbons informed the Board that Commissioner Beals has recommended ordering ballots for 100% of registered voters for each precinct. Secretary Gibbs asked whether those were the numbers on the ballot ordered provided to the Board. Registrar Gibbons affirmed that they are. Vice Chair Sherayko moved to amend the previous vote to order ballots for 100% of voters per precinct; Secretary Gibbs seconded; unanimously approved, 3-0 by voice vote.

## NEW BUSINESS

**1. Legislative Changes related to Electoral Board Minutes.** Code of Virginia §2.2-3707.02 requires that minutes of public meetings be posted within 7 days of approval. Section 24.2-107 requires that minutes be posted online "as soon as possible but no later than one week prior to the following meeting of the electoral board." Registrar Gibbons brought these requirements to the Board to ask whether a draft version of the minutes should be posted each month, since minutes are not approved until the subsequent meeting. Board members agreed that a draft version of the previous meeting minutes should be posted a week before each meeting. These will be replaced by the final version after Board approval.

**2. Agreement to Uphold Security in the Precinct and Code of Conduct for Officers of Election. (Two agenda items combined.)** Registrar Gibbons requested Board approval of two documents to be signed by all prospective election officers. The security agreement pertains to equipment in the precinct. The conduct agreement relates to procedures in the precinct on Election Day. Secretary Gibbs inquired about the need for so many oaths at this time and whether training covers these topics. Assistant Registrar Aimee Mayer read from a prepared explanation she had written, stating, in part, that these oaths document that EOs have received

security training. Registrar Gibbons added that they are part of the chain of custody. These oaths are in addition to the constitutional oath and the oath of confidentiality that election officers (and others involved in elections) are already required to sign. (A full copy of Mrs. Mayer's statement is attached to these minutes.)

Mr. Troxel asked that copies of these oaths be included in the Precinct Chief's Manual for reference on Election Day. Secretary Gibbs and Chairman Neumeyer asked whether the two documents could be combined since security measures are related to conduct. Registrar Gibbons said they could. Chairman Neumeyer and Vice Chair Sherayko suggested that the oath could be emailed in advance to each Election Officer (along with the link for the online training module) to review before they are asked to sign it at in-person training. Vice Chair Sherayko suggested an online training module covering security topics. She moved that the two documents be combined and presented to Election Officers during training; Secretary Gibbs seconded; unanimously approved, 3-0.

**3. Central Absentee Precinct (CAP) Manual.** Assistant Registrar Aimee Mayer has created a CAP procedures manual. Registrar Gibbons provided copies to Board members for review before the October meeting to have a final version ready in time for CAP election officer training.

**4. Deadlines, Holiday, and Canvass Schedule.**

- October 18                      Deadline for Registrar to prepare notice of provisional ballot canvass to be given to for Same-Day registration provisional voters
- November 8                     Election Day
- November 9                     Begin canvass of election results
- November 11                    Veterans' Day holiday
- November 11, 5 PM.         Deadline for Registrar to verify and enter Same-Day registration applicants to VERIS

The Board will not be able to review all provisional ballots the day after the election because the deadline for verifying Same-Date registration voters is not until Friday, November 11, at 5 PM. Vice Chair Sherayko suggested that the Board should probably not begin consideration of any provisional ballots until Monday, November 14, when they could review all of them at one time. Registrar Gibbons pointed out that ballots postmarked by Election Day may be received up until noon on Monday (11/14). Chairman Neumeyer asked Registrar Gibbons to send Board members details for the canvass timeline. Registrar must prepare a notice of the provisional ballot meeting to provide to provisional voters on Election Day.

**5. Risk Limiting Audit.** Pursuant to Code requirements related to a Risk Limiting Audit (§24.2-671.2), Registrar Gibbons has created a preparation checklist and will enlist observers during Election Officer training. Risk Limiting Audits are randomly assigned by the Department of Elections after the canvass is completed.

**6. Highlight List for Precinct Chief's Manual.** Steve Troxel developed a short list of topics every precinct chief should be sure to review before Election Day. The Board agreed to allow the document to be added to the front of the Manual.

## **PUBLIC COMMENTS**

Ann Parker inquired about whether there will be enough Election Officers for Election Day precinct coverage. Registrar Gibbons was unable to answer. Chairman Neumeyer expressed the view that people should always be encouraged to apply since unexpected circumstances that prevent prepared officers from serving are always a possibility. Mrs. Parker asked whether the dates for Logic and Accuracy Testing would be made public. Chairman Neumeyer responded that party chairs are notified when it is scheduled.

Mrs. Parker asked whether Same-Day Registration instructions have been issued for the public and how the Registrar's office will be handling it on Election Day. Registrar Gibbons informed Mrs. Parker that her office would be following Department of Elections guidance, which has not been released publicly. Registrar Gibbons participated in an online event providing instructions and procedures from ELECT related to Same-Day Registration. Secretary Gibbs asked whether she could enlighten the public and Board. She is still "digesting" the details. Delegate Walker asked whether security measures would be in place to verify the identity of Same-Day Registration voters. Registrar Gibbons assured him they would be because they must provide SSN and birthdate on the application and provisional envelope.

Ann Parker asked whether there is a law that requires electronic voting systems. Chairman Neumeyer was not aware of one. Delegate Walker stated that it was his belief that local Electoral Boards decide voting details for their localities.

Delegate Wendell Walker attended the meeting to see if there were any areas of concern to the public or elections staff regarding recent legislation. He monitors elections legislation in Richmond and helped pass the bill related to registration email. He appreciated Mrs. Parker's questions as they help him know the concerns of the public.

Terri Reinhardt asked whether the meeting was being recorded or broadcast. Registrar Gibbons replied that the meetings are not recorded, however, there is a Zoom option for anyone who requests it. There was one request for that meeting, but the person did not actually join the meeting.

Steve Troxel was contacted by an EO applicant who was unable to use the link he was given for the required background check. Registrar was unaware of anyone else having a problem.

Mr. Troxel was involved in the 2020 Risk Limiting Audit in Lynchburg. He expressed his lack of confidence in this as a means of verifying vote accuracy. He suggested that hand counting paper ballots to compare results with the machine's is the only way to truly verify results.

Peter Cefaratti asked how identity of Same Day voting registrants will be verified. Registrar Gibbons restated that SSN and birthdates are required on both the [required] new application and the provisional ballot envelope. Vice Chair Sherayko assured all that VERIS would flag duplicate SSNs or legally disqualified voters.

Molly McClenon commented that the use of the term “registration” confuses some, because the completion of a voter application does not equate to being registered. She reminds applicants that they will be notified by the Registrar’s office when they are actually registered to vote in Lynchburg.

Stacy Link reviewed the process for provisional ballot voting, which will be used for Same Day Registration. Ballots are not scanned, they are put in green envelopes which are opened by the Electoral Board after the identity and eligibility of the voter is verified by the Registrar’s office. The Registrar confirmed that Same Day voters would vote provisional.

Jeff Rosner asked whether someone registered in another Virginia locality (or another state) could register and vote Same Day. Registrar Gibbons admitted that she will not be able to verify whether someone is registered or voted in another state, however, through VERIS she will be able to determine whether someone voted in another Virginia locality.

Peter Cefaratti asked what the ramifications could be after a “risk limiting audit.” Chairman Neumeyer was unsure but stated that its intent is a statistical verification of the reported result(s).

Public comments concluded and the meeting was adjourned at 5:33 PM.

**Next Meeting:** Thursday, October 6, 2022, at 4 PM

Respectfully submitted,

Betty Gibbs, Secretary  
Electoral Board  
City of Lynchburg