



Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

Meeting Minutes

May 2, 2023, 4:00 PM

GLTC Conference Room, 800 Kemper Street, Lynchburg, VA

ATTENDANCE

Members: David Neumeyer, Chair
Steven Troxel, Vice Chair
Betty Gibbs, Secretary

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

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

REVISED RULES OF PROCEDURE

Chairman Neumeyer introduced and summarized revised Rules of Procedure for Public Meetings. Originally adopted in 2020, the rules are based on Roberts Rules of Order. Chairman Neumeyer read aloud the section on Conduct in Meetings and appealed for courtesy from all. He stated that individuals would be allowed 3 minutes and representatives of a group would have 5 minutes to speak. Revised Rules of Procedure for Public Meetings approved on a **MOTION** by Vice Chair Troxel, seconded by Secretary Gibbs; approved 3-0.

APPROVAL OF AGENDA AND MINUTES

The agenda for the meeting was approved with one addition. Minutes for the April 6 closed meeting, approved 3-0. Minutes for the public meeting on April 6, approved, 3-0. Minutes for closed meeting on April 18 were tabled until Chairman could review them.

Chairman Neumeyer announced that the Board had met at 3 PM in closed session to review applications for the registrar position. All registrar appointments in Virginia expire on June 30, 2023. In March, the Board voted to conduct a search for the best candidate to appoint on July 1 this year and Board members have begun to review applications received. He does not agree with this process, based on advice from City Attorney Matthew Freedman, case law he has reviewed, and employment law. He believes registrars have a right to expect reappointment even if there are performance problems. He and Mr. Freedman agree that the Registrar should be reappointed and that performance issues should be handled through the required evaluation of the Registrar to be conducted by the Board in July. Chairman Neumeyer made a **MOTION** to suspend and withdraw the process of collecting resumes and proceed with reappointment of the Registrar and conducting the required evaluation in July. Chairman did not wait for a second, but called for a vote on the motion. The vote was 1-2, Vice Chair and Secretary voted against the motion; the motion failed.

NO ANNOUNCEMENTS

REGISTRAR REPORT

1. Board Response to City Manager Addressing Budget Reduction. A letter was drafted by Vice Chair Troxel. Chairman Neumeyer read the letter aloud. **MOTION** to approve the letter by Vice Chair Troxel, seconded by Secretary Gibbs; approved 3-0.

2. The Registrar's office will be closed on May 29 in observance of Memorial Day.

3. Exterior Building Repair. City facilities construction coordinator informed Registrar that there will be repairs to the front of the building in May. Scaffolding and ladders will be required and possibly stored on the back porch.

NEW BUSINESS

1. Modification of Election Officer Application. Registrar Gibbons would like to remove all identifying information except applicant's name, email, and phone number. She is concerned that the Board Secretary uses her personal computer to prepare documents for the Board. Vice Chair Troxel noted that the Code requires the Secretary to keep the list of approved officers and notify them when they are appointed by the Board. He added that personal information is already protected under FOIA. Board members questioned whether the scant information to be collected on the revised form would be enough to distinguish the applicant from another registered voter with a similar name and identify the person as a registered Virginia voter. The Board had not been given an advance copy of the revision. Secretary Gibbs requested that the discussion be tabled until she has time to gather samples of applications from other localities. The Board unanimously agreed to table this discussion.

2. Grant for Security Cameras. Homeland Security Consultant Jamie Finney informed the Registrar that [State] grant money is available for nine security cameras for the Registrar's office. The Lynchburg Emergency Management office assisted the Registrar with documentation for the application. Quotes were provided to the Board for outsourcing cabling with CommWorld and cameras to be purchased by the Lynchburg IT Department. The next action will be completing the application for the grant when the application period opens in mid-May.

3. Approval of Election Officers. Three new Election Officers were appointed for 1-year terms on a **MOTION** made by Vice Chair Troxel, seconded by Secretary Gibbs; approved 3-0. One name submitted by the Registrar had been appointed by the Board in February. Three individuals previously appointed have asked to be removed from eligibility.

OLD BUSINESS

1. Disability Law Center Accessibility Survey. The Board agreed that visiting each precinct with the City's ADA compliance officer would be beneficial and requested that the Registrar provide copies of the survey to the Board. Vice Chair Troxel has not been informed which precincts will be assigned to him on Election Day.

2. Computer Systems Security Program. The Board reviewed the 2022-2023 change log for the Computer Security Program and approved the remediation plan by acclamation.

3. Electoral Board Manual. Several specific edits to the manual were discussed. **MOTION:** Vice Chair Troxel moved that approval of the manual be tabled until all Board members had submitted comments; Secretary Gibbs seconded; approved 3-0.

4. Outsourcing Absentee Ballot Mailing. Vice Chair Troxel contacted Fort Orange Press, Agilis Falcon, and Printelect to gather general information about the process and price for printing, mailing, and tracking absentee ballots. A summary of his research results follows:

Fort Orange Press: We would send them the ballots. They are able to prepare precinct-specific envelopes and mail ballots to every name on the permanent absentee list. They can even include an “I Voted” sticker! They track custody of the ballots at every step of the process. Discussion of paying for this service included questions from the Board about how many hours staff spent preparing and mailing these ballots last year. The Registrar’s office would still have to process mail-in ballot requests after the initial mailing. Vice Chair Troxel did not share the quote he had received in case there is a competitive bid process for this service in the future.

Agilis Falcon: Was quite expensive and they only have a sorting machine.

Printelect: Did not respond to the inquiry.

The Board asked the Registrar to determine how many hours were spent by staff preparing ballots for the permanent absentee list last year and report back to the Board the number of hours and an estimated cost for those hours.

PUBLIC COMMENTS

Comments included opinions on the search and appointment process for the general registrar the Board is required to appoint on July 1; questions about how to find the links to recordings of the meetings; appreciation for the Registrar’s staff and Board members; statements about feeling unsafe in the Registrar’s office; and concerns about Board members working from home.

The meeting was adjourned at 5:54 PM.

Next Meeting: Thursday, June 1, 2023, 4:00 PM, City Council Chambers.

Respectfully submitted,

Betty Gibbs
Secretary