

**Lynchburg Electoral Board Meeting**

**February 2, 2021**

**825 Kemper Street, Voter Registrar Conference Room**

**Members present:**

David B. Neumeyer, Chair  
Carolyn Sherayko, Vice Chair  
John W. Cobbs, Secretary

**Others present:**

Christine Gibbons, General Registrar  
Kim Conner, Deputy Registrar  
Eric Harrison, Chair Lynchburg City Republican Party

**Call to Order**

The meeting was called to order by Mr. Neumeyer at 4:03 p.m.

**Approval of the minutes of December 3, 2020**

Approval of December 3, 2020 Electoral Board Minutes. Motion made by Carolyn Sherayko, Vice Chair. Seconded by John Cobbs, Secretary. Motion approved unanimously

**Citizen Comments**

**Registrar's Report**

Registrar to discuss next steps with city manager and city council regarding the purchase of new certified electronic pollbooks and laptops. Vendor indicates that we are able to purchase and receive new electronic pollbooks, but will be unable to train the office on the use of the new updated system until after the June Primary.

Focus of the Registrar's Office currently completing NCOA change of address, scanning voter registration application into the state system for a permanent record of registered voter, organizing and cleaning up office from the November election, shredding files as indicated under the Library of Congress, approving and organizing annual applications.

**The State Department of Elections has called a Statewide Risk Limiting Audit for the November 2020 election. Information on training and dates will be given within 2 weeks.**

**Late Campaign Finance Fees. Registrar and Chair of the electoral board to write and propose a written policy based on state election code.**

### **New Business**

Election of Electoral Board Officers for 2021. Approval offices for electoral board members. for one year term March 1, 2021- February 28, 2022. Motion made by David Neumeyer for the following offices: David Neumeyer, Chair; Charolyn Sherayko, Vice Chair; John Cobbs, Secretary. Motion made by vote on selected electoral board roles made by Carolyn Sherayko, Vice Chair. Seconded by John Cobbs, Secretary. Motion approved unanimously

Completion of MSS Security Compliance Report due March 1, 2021. Registrar to organize a meeting with City IT staff to discuss the report. A closed meeting was arranged for February 18, 2021 to discuss security measures and the MSS Compliance Report.

Election, Board Meeting, and Training Schedule for 2021. Election schedule for June Primary, a possible August Primary, and November election was shared by the Registrar. Schedule included training for Chief and Assistant Chiefs. The Tuesday before election the Chief and Assistant Chief Training is to be scheduled. The Virginia Electoral Board Association training/conference will not be in March as usually held. VEBA has been discussing a Virtual Conference in September. State training for both registrars and electoral board members is being discussed by the State Board of Elections. A survey was sent to registrars asking feedback on the delivery of training due to COVID-19 restrictions. Virginia Registrar Association of Virginia training/conference usually held in August will be held virtually. More information on each of these trainings will be shared with the electoral board as the information is received. Completed live training sessions with Chief's and Assistant Chiefs on Provisional Ballots. Chiefs and Assistant Chief's discussed during the training how difficult it is to call in to the office and reach the registrar or deputy registrar. Registrar to follow up with city IT/phone to discuss phone options on Election Day. Registrar to also create a staffing plan for office and phone coverage on Election Day.

Proposal to Webcast board meetings and trainings was made by David Neumeyer, Chair. During next board meeting on March 4, 2021 complete a pilot test to invited audience.

Approval of Officers of Election for one year term March 1, 2021- February 28, 2022. Motion made by Carolyn Sherayko, Vice Chair. Seconded by John Cobbs, Secretary. Motion approved unanimously

**Next meeting Date:** March 4 2021

There being no further business, Mr. Neumeyer adjourned the meeting at 5:40 p.m. .

**Adjournment**

Respectfully submitted,

John W. Cobbs, Secretary  
Electoral Board  
City of Lynchburg