



# Lynchburg Electoral Board

825 Kemper Street, Lynchburg, Virginia 24501

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## Meeting Minutes

May 5, 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

**Guests:** Judith Fera; Molly McClenon (Lynchburg League of Women Voters);  
Dora Purvis; Jeff Rosner (Lynchburg Democratic Party Authorized Rep);  
Steve Troxel (Lynchburg Election Officer); Roz Webb

**The meeting was called to order by Chairman Neumeyer at 4:06 PM.**

### APPROVAL OF AGENDA AND MINUTES

Approval of May 5, 2022 Electoral Board Meeting Agenda, with the addition of "Announcements" before Public Comments. Motion approved by voice vote.

Approval of March 3 2022 Electoral Board Meeting Minutes. Motion by Vice Chair Sherayko; seconded by Secretary Gibbs. Motion approved by voice vote.

Approval of April 7, 2022 meeting minutes postponed to June meeting.

### 1. ANNOUNCEMENTS

Chairman Neumeyer summarized the online training demo presented to the Board, Registrar, and community by Chris Rhoades. The goal is to make information available online to officers of election, authorized representatives, and the general public regarding election laws and procedures on Election Day. Mr. Rhoades created an interactive product that allows repetitive review of modules for specific topics. He is willing to donate his work product and make it available to other localities in Virginia. The Board was impressed with the product and would like to develop it further. Mr. Neumeyer will draft an agreement between the Electoral Board and Mr. Rhoades. Chairman Neumeyer thanked Steve Troxel for introducing the Board to Mr. Rhoades and expressed high hopes for developing his ideas and online instructional product.

Registrar Gibbons was asked to schedule a demo of the EOS high-speed tabulation equipment on June 23 and notify Board members of the time the vendor is available that day, and invite City Council members as well.

June 5-12 Registrar Gibbons will attend Certified Elections/Registration Administrator (CERA) training to complete her certification.

## 2. PUBLIC COMMENTS

Dora Purvis asked how the Lynchburg voter list is maintained. Registrar Gibbons said that “list maintenance” occurs when notifications from other states where Virginia voters have relocated and notices of deaths or mental incapacity declared by the Circuit Court are received. Once a year, the list is updated according to data collected from the National Change of Address (NCOA) postcard. Inactive voters are removed after 2 federal elections. Cancellation of students who leave Lynchburg after college is also done according to these parameters. Molly McClenon added that other temporary Lynchburg residents include transient workers, adjunct professors, traveling nurses, and construction workers. Registrar Gibbons stated that voters have “Rights and Responsibilities,” which include notifying the registrar’s office when they move out of the area. Vice Chair Sherayko explained the NCOA process. It is a federal program in which Virginia participates.

## 3. REGISTRAR REPORT

**a. Update on Redistricting.** At the April 26 work session, City Council selected Scenario D. There will be a public hearing on May 24 (or later if a longer public notice is required prior to the public hearing). After Ward boundaries are approved by City Council, the Redistricting Committee will examine the need for precinct changes.

**b. Candidate Application Deadline.** All documents required by candidates for Lynchburg City Council (in the November 8 election) are due by 7:00 PM, June 21. The Registrar’s office will remain open until 7:00 PM that day.

**c. Precinct Chief’s Manual.** Chairman Neumeyer asked Mrs. Gibbons to set up a 2-hour work session for the Board to review the Chief’s Manual. In addition to the Board, she will invite party chairs, and other interested parties. Chairman Neumeyer hopes the manual will be ready for final approval at the July Board meeting.

## 4. PUBLIC COMMENTS & QUESTIONS:

Steve Troxel asked to be involved in the review of the Chief’s Manual. He suggested inviting all who have served as, or are eligible to be, precinct chiefs. Chairman Neumeyer suggested inviting assistant chiefs as well.

Jeff Rosner requested clarification of the list maintenance involving the NCOA postcards. Registrar Gibbons was unsure whether both the old and new voter registrar offices are notified of anomalies. Mrs. Gibbons added that the Department of Elections does not use NCOA feedback at the state level to for list maintenance of the voter rolls.

### End of Public Comments and Public Meeting

## EXECUTIVE SESSION

At 4:55 PM, Vice Chair Sherayko motioned to enter Executive Session under Code of Virginia 2.2-3711(2) to discuss voting equipment security; seconded by Secretary Gibbs, and approved by voice vote.

Members present:     David Neumeyer     yes  
                              Carolyn Sherayko     yes  
                              Betty Gibbs             yes

At 5:20 PM, Secretary Gibbs motioned to exit Executive Session; Vice Chair Sherayko seconded; approved by voice vote.

Members present:     David Neumeyer     yes  
                              Carolyn Sherayko     yes  
                              Betty Gibbs             yes

**Certification of Executive Session**

Pursuant to the Virginia Freedom of Information Act, Code of Virginia Sections 2.2-3711 and 3712, the Board hereby certifies 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 voting equipment security topics were discussed in Executive Session.

Certify by Motion:    David Neumeyer     yes  
                              Carolyn Sherayko     yes  
                              Betty Gibbs             yes

Motion approved by voice vote.

Once out of executive session, the Electoral Board signed the Voting Systems Security Plan.

At 5:27 PM, Vice Chair Sherayko motioned to enter Executive Session under Code of Virginia 2.2-3711(2) to conduct a walkthrough of voting equipment storage to evaluate security measures; seconded by Secretary Gibbs. Motion approved by voice vote.

Members present:     David Neumeyer     yes  
                              Carolyn Sherayko     yes  
                              Betty Gibbs             yes

At 5:35 PM, Secretary Gibbs motioned to exit Executive Session; Vice Chair Sherayko seconded; approved by voice vote.

Members present:     David Neumeyer     yes  
                              Carolyn Sherayko     yes  
                              Betty Gibbs             yes

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Certify by Motion:	David Neumeyer	yes
	Carolyn Sherayko	yes
	Betty Gibbs	yes

Motion approved by voice vote.

**Adjourned at 5:35 PM.**

**Next Meeting:** Thursday, June 2, 2022, at 4 PM

Respectfully submitted,

Betty Gibbs, Secretary  
Electoral Board  
City of Lynchburg