Albemarle County Electoral Board

In-person and Virtual Meeting

February 6, 2025

Location: Albemarle County Office Building, 5th Street
Attendance: Jim Heilman, Clara Belle Wheeler, Bucky Walsh, Erin Davis (via Zoom), Lauren Eddy, Jeania Pace, and Jonathan Gil
Guests: Karen Juul-Nielsen, Ann Brubaker, Linda Seaman, Bruce Kirtley, Norman Moore, Sally Hudson, Marianne Gustafson, Eric Gustafson, and various Zoom attendees

The meeting began at 9:04 am.
The agenda was unanimously approved.

Clara Belle Wheeler made the following statement: Guests will have a maximum of three minutes to speak at the beginning of the meeting. The Board may waive the three-minute rule.

Public Comment.
Karen made a request to modify the Election Officer Response Form to add the following statement: "If agreeing to represent the interests of a political party, I give permission for the General Registrar to provide my contact information (email address and phone number) to the chairman of the party I agree to represent." The respondent could check "yes" or "no".
Discussion by Board, staff, and the public followed. Jim moved approval of the addition of this statement to the form. The motion passed unanimously. In a related matter, Lauren noted that on-going appointments of new election officers would generally not have pre-approval by the party the officer is representing.

Remote Board Participation Policy. Following up on a proposed policy Bucky presented at the last meeting, he said that the proposed policy is still awaiting comment/approval from the County Attorney's Office. That has been delayed since the Deputy County Attorney assigned to the Electoral Board, Anthony Bessette, has left County employment.

Board Meeting Calendar. Bucky proposed that the standard meeting time be the 2nd Thursday of the month at 9 am and that this time/date can be adjusted as needed. The motion passed unanimously.

Branchlands Polling Place. We continue to hunt for a new polling place. Clara Belle has met with representatives from three churches on Rio Road. She is waiting for them to get back to her. Jim has met with Jefferson Area Board for Aging which would be happy to have us. The seemingly insurmountable problem there is lack of adequate parking.

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Training. Prompted by a proposal by Bucky for a new training module concerning chief and assistant chief officers of election, the Board decided to have a training work session on Friday, February 14 at 9 am.

Posting of Board Meeting Minutes. The Code of Virginia being somewhat in conflict with itself, there was a discussion of whether it mandates the posting of *draft* minutes. Bucky moved that once the Secretary has emailed draft minutes to the Board and staff, Board/staff have up to seven days to review and offer corrections. Then the minutes will be posted on the website, unsigned and noted as *draft* minutes. The motion passed unanimously.

List Maintenance. Lauren reported that as of January 25, we have 87,123 registered voters. This is after a statewide purge deleted 2,871 voters from our rolls. There were 433 net new voters. Clara Belle asked Lauren to share any guidance she receives from the Va. Dept. of Elections (ELECT) that is not related to VERIS.

General Registrar Update from Lauren.

- The County's Enterprise Architectural Committee has finally approved our purchase of the KnowInk Poll Pad system (electronic poll books).
- The County's Procurement Department is working with PrintElect/ES&S on finalizing our purchase of DS300 vote tabulators.
- We are approaching a potential problem with our Baker-Butler precinct. The Code of Virginia mandates that any precinct which has over 4,000 voters vote in a Presidential election must have the Board of Supervisors revise the precinct boundaries. In November 2024, that precinct had about 3,960 voters voters vote.
- Deputy Election Manager Jonathan Gil is resigning effective February 12. Staff, Board, and guests all expressed their deepest appreciation for the job he has done for us and the citizens of Albemarle County.

Equipment Purchase. Pursuant to Code requirements, Jim moved (1) approval of the purchase of the KnowInk Poll Pad system, and (2) approval of the purchase of ES&S DS300 tabulators. The motions passed unanimously.

Executive Session. Clara Belle moved the following: RESOLVED, that the Board enter into executive session for the purpose of discussion and consideration of the appointment, assignment, and performance of one or more current and prospective Albemarle County election officers for the election cycle that begins on March 1, 2025 as provided by Section 2.2-3711.A.1 of the Code of Virginia. The motion passed unanimously. The Board went into executive session at 11:00 am.

The Board came out of executive session at 12:13 pm. (Board members and staff participated in the executive session.) Clara Belle moved the following: RESOLVED, that to the best knowledge of each member of this Board, (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii)

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only such business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session. The motion passed unanimously.

Jim moved (1) the appointment of 65 new officers of election for the term of one year beginning March 1, 2025, (2) the reappointment of 178 officers of election for the term of one year beginning March 1, 2025, and (3) the reappointment of 277 officers of election for the term of three years beginning March 1, 2025. The motions passed unanimously. Clara Belle moved removal from the master list of officers of election those officers from whom we have received no response in the last year of their intention to serve. The motion passed unanimously.

The meeting was adjourned at 12:15 pm.

Respectfully submitted,

James M. Heilman
Secretary, Albemarle County Electoral Board

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