Albemarle County Electoral Board

June 9, 2025

Location: Albemarle County Office Building, 5th Street
Attendance: Jim Heilman, Clara Belle Wheeler, Bucky Walsh, Erin Davis, Jeania Pace, Lauren Eddy, Alex Branch
Guests speaking: Karen Juul-Nielsen, Lewis Johnson

The meeting began at 9:00 am. The final agenda was approved.

Public Comments. Clara Belle made the following statement: Guests should try to restrict comments to three minutes but may ask questions during the meeting when recognized b the Chair. The Board may waive the three-minute rule.
Karen noted that it is hard to hear questions from the audience at our training sessions and asked that the presenters be sure to repeat the questions.

The minutes for May 8 were approved unanimously.

Old Business: June 17 Primary.

- It was noted that there should be an operating manual for the Central Absentee Precinct (CAP) Chief Officers just as there is for regular precincts.
- Lewis noted that there seems to be some confusion in terms between what is a spoiled ballot vs. what is a void ballot.
- Clara Belle asked that we establish a schedule for Electoral Board meetings to review provisional ballots and conduct the canvass of results. The following schedule was approved:
    - Provisional Ballot meeting starts at noon on Wednesday, June 18. Canvass starts after the Provisional Ballot meeting is adjourned.
    - No meeting on Thursday, June 19.
    - Electoral Board will reconvene Friday, June 20 if necessary.
    - Electoral Board will reconvene Monday, June 23 at 9 am.

New Business:

- Free Bridge. Clara Belle discussed the election day problem at the Elks Lodge (Free Bridge Precinct) that recently came to our attention. Officials at the Elks Lodge claim that they were unaware that we have a primary on June 17 and, due to building renovations, have moved much of their equipment and activities into the space that we normally use for voting. She has worked with the officials and our Chief Election Officer to develop a work-around to this problem. Room dividers have been ordered to separate them from us on the 17th. A new configuration for that day has been evaluated by our Chief and Assistant Chief Officer. There followed a discussion of why they seemed unaware of the Primary. Erin said that they were notified in April. Bucky suggested that we ask for confirmation from our polling places when we inform them of the election schedule.
- Branchlands. Because of the polling place move, we need to have signs at the old location informing voters of the change to the new location (this change was discussed in previous minutes). Bucky said that he will deliver and put up such signs to the Hillsdale Conference Center (the old location).

- Electoral Board members' travel routes on June 17. Discussion about our routes ensued. We agreed to finalize routes when we are together on June 16th.
- Polling Place Visit Questionnaire. Bucky has updated this questionnaire and will have copies of it for us on June 16th.
- Evaluations. We agreed that we want election officers to evaluate their Chief Officers again.
- Hotwash. We set the date for a debrief with Chiefs and Assistant Chiefs for December 4 with an alternate date of December 11.

Registrar Update.

- Lauren noted that she is working on uploading street files on to the new Poll Pads.
- Absentee by Mail Voting. Lauren said that 1,200 ballots have been pre-processed. Discussion ensued about the pre-processing methodology.
- She announced that we will have an office intern from Community Attention Youth Internship program during the month of July.
- She noted her nomination to the Voter Registrars Association of Virginia Executive Board.

The next meeting was set for July 10 at 9:30 am.

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 10:17 am.

The Board came out of executive session at 10:48 am. (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) 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 the appointment of 5 new officers of election for the term of one year beginning March 1, 2025. The motion passed unanimously.

The meeting was adjourned at 10:50 am.

Respectfully submitted,

James M. Heilman

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Secretary, Albemarle County Electoral Board