Albemarle County Electoral Board Meeting Minutes

February 4, 2026

Location: Albemarle County Office Building, 5th Street
Attendance: Jim Heilman, Valerie Dormady, Bucky Walsh, Jonell McFadden, Alex Branch, Counselor Andrea Ruege
Public who spoke: Laurie Jones, Karen Juul-Nielsen, Peyton Walz, Liz Word-Glennie

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

Comments from the Public. Karen complimented the Board (i.e. Bucky) for the on-line training program for those interested in becoming Assistant Chief Officers. She also asked if we could again get reports on additions and deletions to the voter registration rolls. Peyton asked if the Assistant Chief on-line training is available to everyone. Bucky answered that it is.

The minutes for January 6 were approved.

Old Business.

Planning for April 21 Special Election (Referendum) – if held.

- Training: There was consensus that we only train Chiefs and Assistant Chief Officers.
- Planning: Jonell described the planning and preparation so far. Staff have been stuffing the envelopes that will be used for absentee balloting. She is planning for the ballots to be size 8 ½ by 11" instead of the usual 8 ½ by 14".
- Polling Places: The public schools have been made aware that there may be an April 21 Special Election. The non-public-school polling places have not yet been contacted. Jim offered to assist with working with these polling places.
- Liz noted that parking at Albemarle High School is a big problem for an election when school is in session.
- Central Absentee Precinct (CAP): Jonell has checked in to using Conference Rooms B and C for both Early-in-person voting and CAP functions.
- University Polling Place: Bucky offered to set up a meeting with its election officers to design ways to make it work more efficiently.

Election/Registration Office Accounting. Jonell gave a report on last month's expenditures.

DS300 Optical Scan Failures. Jonell reported that technicians from ES&S will be here tomorrow to test the failed scanners. We will be getting three new scanners at no cost this Friday.

Electoral Board/Registrar Responsibilities. Bucky and Jonell have gone over the list of responsibilities (who is responsible for what). Bucky asked Jonell to provide the results in writing.

Election Officers Assigned to Home Precinct. Alex reported that he is working on the list of who wants to be assigned to their home precinct and hopes to report on that at the next meeting. Karen asked if he is also looking at people assigned to nearby precincts, but Alex replied that he is only looking at the home-precinct question.

Statements of Results Procedures. Bucky moved adoption of his revised Procedures for completing the Statements of Results. The motion was approved unanimously.

Creation of Test Ballot Decks for Logic and Accuracy Testing of Optical Scanners. Jonell said that, for the near future, we will have PrintElect (our vendor) create the test decks.

Election Officer Management Software. Jonell said that she and Alex have decided to stay with leasing this software from Tenex – which we have been with since 2022.

The next meeting has been scheduled for March 12 at 9 am.

Executive Session. Bucky moved the following: RESOLVED, that the Board convene a closed meeting pursuant to Section 2.2-3711.A of the Code of Virginia under subsection 1 (i) to discuss and consider the appointment, assignment, and performance of current and prospective personnel, (ii) to obtain legal advice, and (iii) to discuss contracts. The motion passed unanimously. The Board went into the closed meeting at 10:10 am.

The Board came out of the closed meeting at 11:19 am. (Board members and Andrea, Jonell and Alex participated.) Bucky moved the following: RESOLVED, that the Electoral Board certify by recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting. The motion passed unanimously.

Bucky moved the appointment of 34 new officers of election and 19 returning officers of election for terms of one year beginning March 1, 2026 and 140 returning officers of election for terms of three years beginning March 1, 2026. The motions passed unanimously. He also moved approval of the current list of Chief and Assistant Chief Officers. That motion passed unanimously.

The meeting adjourned at 11:35 am.

Respectfully submitted,

James M. Heilman
Secretary, Albemarle County Electoral Board