Albemarle County Electoral Board Meeting Minutes

April 9, 2026

Location: Albemarle County Office Building, 5th Street
Attendance: Jim Heilman, Valerie Dormady, Bucky Walsh, Jonell McFadden, Alex Branch
Public who spoke: Rick Garnett, Laurie Jones, Clara Belle Wheeler, Sonija Smith

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

Public Comments. Clara Belle asked about the DS300 Optical Scanner being used for Early-in-Person (EIP) voting that broke down. Jim and Jonell discussed what had happened (a panel in the motherboard broke down) and what to do with the ballots already in it. The Board decided that it would like the ballots already in the broken machine to be re-fed into the replacement machine before Monday, April 20. Jonell will send out a proposed schedule for the re-feeding. Sonija brought up the issue of voters coming to the EIP site to vote after it closes down on April 18. She asked if there could be a poster with a QR code on it on the outer door of the County Office Building so that voters can find where their actual polling place is.

The minutes for March 2, 12 and 20 were approved unanimously.

Old Business.

- Financial Accounting. Jonell discussed our current expenses and noted that we have so far spent 67% of our budget.
- Electoral Board/General Registrar Responsibilities. The Board and Jonell reviewed the proposed list of responsibilities and delegations and made some minor modifications. Jonell will send out a revised list. Bucky moved approval of the list. His motion passed unanimously.
- Placing EOs in or near their home precincts. Alex is still working on this. He will query those working the April 21 Special Election. Rick said he was pleased at the effort to move election officers (EOs) closer to home.
- Early Voting. Jonell reported on the numbers of early voters. So far, we have had 10,529 EIP voters. We are averaging 439 a day. This is similar to last fall's General Election. We have received 4,160 mail ballots and have begun preprocessing those.
- LESS Reporting Form. Jonell noted that there were no remediations that needed to be noted on the form sent to ELECT on April 1.

New Business.

- Facilities Management has mandated that we use Room A for EIP for both the August 4 Primaries and November 3 General Election.
- Facilities Management has also made two complaints/requests:

    - There has been too much curbside voting traffic in the circle in front of the building (we did 239 curbside votes by last week). They have put up a sign at the beginning of the circle telling voters to stay outside the circle until it is clear.
    - They asked that voters not use the automatic door openers as they are getting too much wear and tear.
- Registration Activity. Jonell distributed the latest registration statistics.
- Training. It was noted that 45 people came to poll pad training.
- Provisional Balloting. Jonell distributed a template overlay that EOs can use to check that the green provisional ballot envelopes have been filled out completely and accurately.
- Poll Pad Testing. Bucky proposed that configuration testing be abbreviated since there has been no change in software since the last election. His motion passed unanimously.
- Election Night Planning. Bucky proposed a plan for what everyone should be doing on election night. Among other things, he proposed that the Board conduct a quick inventory of provisional ballots after they have arrived back at the office.
- Election Night Call-in Sheets. Jim proposed that we provide copies of the call-in sheets used in the office to our Chief Officers so they know what questions will be asked of them when they call in. This proposal was accepted – with the proviso that Chiefs **not** fill them in but just use them as a reference.
- Party Observers. Laurie said that there is still some confusion about observers' roles and responsibilities. Discussion ensued.
- University Precinct. Clara Belle said that the Chief Officer was worried about not having enough EOs. Alex said that he currently has 14 EOs assigned there.

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 to discuss and consider the appointment, assignment, and performance of current and prospective personnel. The motion passed unanimously. The Board went into the closed meeting at 11:00 am.

The Board came out of the closed meeting at approximately 11:17 am. (Board members 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 approval of the current list of Chief and Assistant Chief Officers. The motion passed unanimously.
Bucky moved the appointment of 9 new officers of election for a one-year term beginning March1, 2026. The motion passed unanimously. They are:

Linda Burchfiel	Donna Charlebois	Harvey Gerry
Vickie Gottlob	Amy Hahn	Donna Kerrigan
Lindlee Miles	Indira Rajkumar	John Unsworth

The meeting adjourned at 11:19 am.

Respectfully submitted,

James M. Heilman
Secretary, Albemarle County Electoral Board