



**Louisa County Electoral Board
Office of General Registrar
1 Woolfolk Avenue
Post Office Box 220
Louisa, Virginia 23093-0220**

Curtis J. Haymore
Chairman

Phone: 540-967-3427
Fax: 540-967-3492

David M. Koegle
Secretary

Jeanne E. Wolf
Vice Chairman

Cristy E. Watkins
General Registrar

Draft Minutes of Electoral Board Meeting, January 11, 2021

The Louisa County Electoral Board met on Monday, January 11, 2021 to discuss events and issues relative to the 2021 Electoral Calendar Year with respect to resources, training, planning, and Covid-19 complications. The meeting was conducted via teleconference.

Call to Order – Monday, January 11, 2021

Mr. Haymore called the meeting to order at 10:02 a.m. with the following persons in attendance:

Mr. Curtis Haymore, Chairman, via teleconferencing
Mrs. Jeanne Wolf, Vice Chairman, via teleconferencing
Mr. David Koegle, Secretary, Louisa County Administration Building
Mrs. Cristy Watkins, General Registrar, via teleconferencing

Approval of Minutes

Mr. Koegle made a motion, seconded by Mrs. Jeanne Wolf to accept the minutes of the November 23, 2020 meeting. The motion was carried by acclamation.

The Roll Call was as follows:

Mr. Curtis Haymore – Aye
Mrs. Jeanne Wolf – Aye
Mr. David Koegle – Aye

Registrar’s Report – Mrs. Cris Watkins

New Equipment Purchase

A motion was made by Mr. Haymore to supplement the current Smartmatic purchase order to fulfill the remaining balance of equipment needed by the County of Louisa. The motion was seconded by Mr. Koegle and carried by acclamation:

The Roll Call was as follows:

Mr. Curtis Haymore – Aye



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Mrs. Jeanne Wolf – Aye
Mr. David Koegle – Aye

Update on CARES and Grant

The Louisa County Finance Office is continuing to finalize the accounting and reporting of the monies used to fulfill the 2020 President Election.

Update on Office Relocation

It is understood that the Louisa County Administrator and Assistant Administrator is planning to revisit the move of the General Registrar's Office to the Henson Building.

Candidate Forum – 2021

A Candidate Forum is planned for February 23, 2021, 6:00 p.m., Louisa County Administrative Building

Legislative Report

New laws are currently being presented and/or comingled for the 2021 Legislative Session.

Cybersecurity Assessment

The Cybersecurity Assessment was keyed into Integra prior to the December 31, 2020 deadline.

Redistricting

The Division of Legislative Services has released a Guide to Local Redistricting. The U.S. Census Bureau will be releasing numbers to the Commonwealth on April 1, 2021.

Precincts

A short discussion was held regarding selected precincts that the Electoral Board and General Registrar would like to move/merge dependent upon redistricting border changes. Yancyville, Cuckoo, and Trevilians Fire Station.



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Election Officers

The Louisa County Electoral Board and General Registrar are reviewing Election Officer assignments with a plan to ensure equal party recognition with Chief, Assistant Chief, and Backups for both positions.

Election Officer Training

Election Officer Training in 2021 will require the additional training to address new equipment and procedures to include a new Electronic Pollbook, scanner, and printer.

Triggering Events

Triggering Events were reviewed respective to 2021, knowing that many documents will need to be updated to address new procedures, new equipment, and a possible office move.

Chairman's Report

After Action Review of the November Election

The after-action review of the November election was attended by members of the community and commonwealth. The one hour brief was met with high approval by all who attended.

Secure Electronic Media in Closed Meetings

A discussion ensued regarding the use/ownership of electronic devices in Closed Meetings. Mrs. Watkins will discuss this issue with the County Attorney for advice on how to reduce the risk of having electronic recording devices in a Closed Meeting.

Secretary's Report

Thank You Cards to Election Officers

The second round of Thank You Card for Election Officers was met with approval, however, new and innovative designs will be needed to ensure a "thank you" doesn't become circular mail.



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Vice Chair's Report

Mrs. Jeanne Wolf was sworn in for her second term as a member of the Louisa County Electoral Board. Mr. Wolf will retain her position as Vice Chair.

Pamphlet to Explain Mail In Ballots Voting

Mrs. Wolf presented the possibility of designing a pamphlet to inform the voting community of the entire voting process including registration, mail in voting and in person voting. She also plans to include frequently asked questions.

New Business

Old Business

Closed Meeting (11:11 a.m.)

A motion was made by Mr. Haymore and seconded by Mr. Koegle to move to a Closed Meeting in accordance with Virginia Code Section 2.2-3711(A)(1) to discuss personnel matter; including the assignment and performance of appointees and employees.

The motion was carried by acclamation:

Mr. Haymore – Aye

Mrs. Wolf – Aye

Mr. Koegle – Aye

Return to Open Meeting (11:19 a.m.)

Upon conclusion of the Close Meeting, a motion was made by Mr. Haymore and seconded by Mr. Koegle to return to Open Meeting. The motion was carried by acclamation:



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Mr. Haymore – Aye
Mrs. Wolf – Aye
Mr. Koegle – Aye

The Louisa County Electoral Board Members were polled to certify that to the best of their knowledge, only public business matters lawfully exempted from the Open Meeting requirements under the Virginia Freedom of Information Act, and as identified in the motion for which the closed meeting was convened, were discussed and considered by the Board.

Mr. Haymore – Aye
Mrs. Wolf – Aye
Mr. Koegle – Aye

Date and Time of Next Meeting

The next scheduled meeting of the Louisa County Electoral Board will be held on February 1, 2021, 10:00 a.m.

Adjournment

The meeting was adjourned at 11:27 a.m.

Upcoming Dates:

February 1, 2021 – Electoral Board Meeting

February 23, 2021, 6 pm Candidates Forum

April 23, 2021 – Early Voting begins for June Primary

June 8, 2021 – Primary for Governor, Lt. Governor, And Attorney General

July 9, 2021 – **Possible date** Early Voting begins for House of Delegates Primary

August 24, 2021 – **Possible date** for House of Delegate Primary–date to be determined by General Assembly

September 17, 2021 – Early Voting begins for November General

November 2, 2021 – November General



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County Holiday Closings

January 18 – Martin Luther King Day

February 15 – President’s Day

May 31 – Memorial Day

June 18 – Juneteenth Day

July 5 – Independence Day

September 6 – Labor Day

October 11 – Columbus Day

November 11 – Veteran’s Day

November 25 & 26 – Thanksgiving

December 23 & 24 – Christmas

December 31 – New Year’s Day Observed

DRAFT