



**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, August 4th, 2021

The Louisa County Electoral Board met on Wednesday, August 4th, 2021 to discuss events and issues relative to the upcoming current and future election activities in Louisa County with respect to resources, training, planning, and complications from the COVID-19 virus.

CALL TO ORDER – Wednesday, August 4th, 2021

Mr. Haymore called the meeting to order at 10:01 a.m. with the following persons in attendance:

Mr. Curtis Haymore, Chairman
Mrs. Jeanne Wolf, Vice Chairman
Mr. David Koegle, Secretary
Mrs. Cristy Watkins, General Registrar
Ms. Karen Davenport – League of Women Voters – Charlottesville, Va. via teleconference
Ms. Tammy Purcell – “Engage Louisa”, via teleconference
Ms. Nancy Bashaw – Louisa County Resident
Ms. Karen Whitlock – Louisa County Resident

APPROVAL OF MINUTES

Mrs. Wolf, made a motion, seconded by David Koegle to accept the minutes of the July 6th, 2021. The motion was approved by acclamation.

REGISTRAR’S REPORT: Cris Watkins

Office Location

Mrs. Watkins stated that, at present, there is no new information regarding a new location for the Louisa County Registrar’s Office.



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Triggering Events Review

A Triggering Events Review was conducted noting that the Electoral Board and Registrar's Office are current with Security, Cybersecurity, Training, Risk Assessment, and Incident Handling.

CHAIRMAN'S REPORT – Mr. Curtis Haymore

Security Document Accuracy

The Security Risk Assessment, Physical Security Policies and Procedures, and Cybersecurity Policies and Procedures were all updated by Mr. Haymore. A motion was approved to accept all updated documents.

Chris Piper Presentation – August 3rd, 2021

Mr. Haymore briefly discussed the presentation by Mr. Chris Piper, Virginia Commonwealth Election Commissioner, held at the Mineral VFW on August, 3rd, 2021.

VICE CHAIR REPORT

See topics Page Program and Promote the Vote Day discussed under New Business.

SECRETARY'S REPORT

Election Officer/Pollbook Training

The presentation and workbook requirements to meet the rollout of the new DemTech e-Pollbook and training presentations are on schedule.

Training Presentations will be conducted as follows:

- August 18th, 2021 – Dry Run with Early Voting
- August 24th, 2021 – 10:00 a.m. and 7:00 p.m.
- September 9th, 2021 – 10:00 a.m. and 7:00 p.m.



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NEW BUSINESS

Early Voting Hours are currently scheduled as follows:

Operations:

8:30 a.m. to 4:30 p.m. – Monday through Friday

Closed Columbus Day

Open on the following Saturdays - 8:30 a.m. to 5:00 p.m.

October 23rd and October 30th, 2021

Evening Hours – A motion was made and approved to have additional hours on Wednesday, October 20 and October 27 until 7 pm. The dates will be finalized and announced as defined by law.

Early Voting Facilities

A discussion was held regarding the Early Voting Facilities currently offered. The facilities have been deemed an insufficient space to handle the election requirements for Election Officials, Observers, Voters, and ADA requirements. The e-Pollbook and Check In table may need to be placed in the hallway.

Ballot Order/Requisition

Nine styles of ballots will be required for the November General Election. A motion was made for Mrs. Watkins to purchase enough ballots to cover 100% of registered voters (or minimum allowed) to meet the needs of the election. The motion was carried in acclamation.

OLD BUSINESS



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Officer of Election Split Shifts (24.2-115.1)

A discussion was held regarding the use of “split shifts”/allowing Election Officials to work half days. Several factors have been identified:

1. More Election Officials may become available if shorter shifts are available
2. Louisa County is an agricultural community where residents have other responsibilities at home and in the community. By implementing a “Split-Shift” operation, workers would be able to work partial hours then tend to other responsibilities.

A motion was made by Mr. Haymore and seconded by Mrs. Wolf to allow the use of “Split-Shifts” provided the Election Officers identify an approved Election Official, coordinate with their Election Officer counterparts and coordinate such with the General Registrar.

A paragraph describing the intent of the “Split-Shift” will be provided in the Election Officer’s Training Letter scheduled to be mailed on or about August 5, 2021.

The motion was carried by acclamation.

Page Program

A motion was made by Mrs. Wolf, seconded by Mr. Haymore as follows: The LCHS Page Program in support of the 2021 General Election will resume operations under the review of Mrs. Wolf. Mrs. Wolf will contact LCHS Mr. Harris to share additional information and training.

Promote the Vote Day

Laura Watkins, LCHS, (894-5436) is currently responsible for the “Promote the Vote Day”. Mr. Koegle will contact LCHS to verify the status of Promote the Vote Day this year.

NEXT MEETING

The next scheduled meeting of the Louisa County Electoral Board has been scheduled for September 9th, 2021 at 1:00 p.m.



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CLOSED MEETING

Mr. Haymore made a motion, seconded by Mrs. Wolf for the Louisa County Electoral Board to go into Closed Session at 11:05 a.m. pursuant to Virginia Code Sections 2.2-3711(A)(1,4) to discuss and consider personnel matters. The motion was carried by acclamation.

OPEN SESSION

The Louisa County Electoral Board returned to Open Session at 11:20 a.m.

Certification following Closed Meeting

Upon return to Open Session, Mr. Koegle polled the members 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.

If any member believes that the Board varied from the purposes stated for the closed meeting, please state so and the reason prior to casting a vote.

Jeanne Wolf – Aye
Curtis Haymore – Aye
David Koegle - Aye

Supporting Documentation

Mr. Haymore made a motion, seconded by Mrs. Wolf that a Resolution be composed and compiled with supporting data to recommend a personnel pay increase. The Resolution is to be presently to Louisa County Human Resources and the Louisa County Board of Supervisors.

ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

UPCOMING DATES:



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August 18th, 2021 – New e-Pollbook Training for Early Voting Officers of Election
August 24th, 2021 – New e-Pollbook Training for Officers of Election
September 9th, 2021 – New e-Pollbook Training for Officers of Election (LVFD Hall)
September 9th, 2021 – LCEB Meeting – 1:00 p.m. LC Administration Building
September 17th, 2021 – Early Voting Begins for November General Election
October 27th, 2021 – Officer of Election training for November Election (LVFD Hall)
October 29th, 2021 – Chief, Asst. Chief, and Backup Training for Nov Election (LVFD Hall)
November 2nd, 2021 – November General Election
November 2nd, 2021 – Canvass begins – Clerk’s Office 7:00 p.m.
November 3rd, 2021 – Canvass Cont. LC Administration Building, 9:00 a.m.
November 4th, 2021 – Canvass Cont. LC Administration Building 11:00 a.m. (if needed)
November 5th, 2021 – Canvass Cont. LC Administration Building 2:00 p.m.

COUNTY HOLIDAY CLOSINGS

September 6th, 2021 – Labor Day
October 11th, 2021 – Columbus Day
November 11th, 2021 – Veteran’s Day
November 25th & 26th, 2021 – Thanksgiving
December 23rd and 24th, 2021 – Christmas
December 31st, 2021 – New Year’s Day Observed