

Berryville-Clarke County
Government Center, 2nd Floor
101 Chalmers Ct.
Berryville, Virginia



P.O. Box 555
Berryville, VA 22611
540-955-5168
vote@clarkecounty.gov

Meeting of the Clarke County Electoral Board
March 9, 2023

Meeting called to Order at 5:33pm by Vice Chair Kelly Johnson.

Members present: Carol Westervelt - Secretary and Kay Briggs - EB member.

Staff present: Barbara Bosserman - General Registrar, Bob Holcomb-Deputy Registrar, Phoenecia Hill - Election & Registration Specialist with the Virginia Department of Elections

Others present: Daryl Glenney – former EB member

Adoption of Agenda

The agenda was adopted as presented

Welcome New Board Member – Kay Briggs

Kay gave a brief overview of past work and election experience

EB Member Comments - The members thanked Daryl Glenny for her participation on the Electoral Board and hope to hear from her in the future as she moves on to work and residency in West Virginia.

Reorganization of Board -

Given that the position of Chair and Secretary cannot be held by members of the same political party, Carol Westervelt made a Motion to become Chair, Kelly Johnson would become Vice Chair and Kay Briggs would become Secretary. The Motion was seconded by Kelly.

Roll call vote:

Carol Westervelt – Aye

Kelly Johnson – Aye

Kay Briggs – Aye

Approval of Minutes – Kelly made a motion to approve the minutes from the February 7, 2023 meeting. Carol seconded the motion.

Roll call vote:

Carol Westervelt – Aye

Kelly Johnson – Aye

Kay Briggs – Aye

Public Comments: No members of the public were present to speak.

Closed Session :

Items for Closed Session include

- **Locality Election Security Standards (Cybersecurity) Update**
- **General Registrar Reappointment**
- **Full-time Deputy Registrar**

Motion was made by Kay Briggs, seconded by Kelly Johnson:

I move that the Clarke County Electoral Board convene in closed session to consider personnel matters as allowed by Virginia Freedom of Information Act §2.2-3711(A)(1)&(4);

Also, for the purpose of discussing protocols for maintaining the security of the Virginia voter registration system and the supporting technologies utilized to maintain and record registrant information outlined in the Minimum Security Standards as provided in §24.2-410.2 and §2.2-3711(A)(34) of the Code of Virginia.”

Roll call vote:

- Carol Westervelt – Aye
- Kelly Johnson – Aye
- Kay Briggs – Aye

Kay made a motion and Kelly seconded the motion to reconvene in open session

Reconvene Certification:

The Electoral Board of Clarke Count, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Electoral Board of the County of Clarke, Virginia and no action was taken on matters discussed in Closed Session.

Roll call vote:

- Carol – Aye
- Kelly – Aye
- Kay – Aye

General Registrar Reappointment:

Barbara’s term ends June 30, 2023. She had indicated she would like to be considered for this position for another term. Kelly made a motion seconded by Kay that the Electoral Board reappoint Barbara to the position of General Registrar for a term ending June 30, 2027

Roll call vote:

- Carol – Aye
- Kelly – Aye
- Kay – Aye

Full-time Deputy Registrar

24.2-112 of the Code of Virginia provides, *The Electoral Board of each county and city shall determine the number of deputy registrars to serve in the office of the general registrar, including any to serve full-time determines the number of Deputy Registrars.*

Staff is requesting the Electoral Board set the number of Full Time Deputy Registrars as "one" to begin July 1, 2023 with the salary equivalent to a Deputy Treasurer as outlined in the most recent Clarke County Government Classification Listing.

Kelly motioned approval of this position. Kay Seconded the motion.

Roll call vote:

Carol – Aye

Kelly – Aye

Kay – Aye

A Resolution determining the number of full-time deputy registrars was signed by the EB Chair. The resolution will be forwarded to the Board of Supervisors, requesting the FY24 budget include the position.

Legislative Updates – Phoenecia advised that the Department of Elections’ policy dept. will send updates on new legislation soon. The new legislation will be part of the VEBA meeting agenda.

Miscellaneous – The Board of Supervisors received a letter from the Clarke County Democratic Committee commending the members of the Clarke County Office of Elections, the Electoral Board and all election official working the polls in the last election.

Set Next Meeting Date – June 21, 2023 at 10:00AM

June 15 Thursday, Officer of Election training for the June 20, 2023 primary

Kelly made a motion to adjourn

Kay seconded.

The meeting was adjourned.

Respectfully submitted,
Kay M. Briggs, Secretary

Approved: (date) 4/26/2023

Carol Westervelt, Chair: Carol Westervelt

Kelly Johnson, Vice Chair: Kelly Johnson

Kay Briggs, Secretary: Kay Briggs