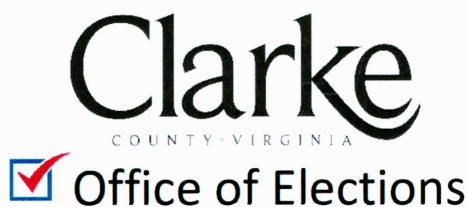


Berryville-Clarke County  
Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Ct.  
Berryville, Virginia



P.O. Box 555  
Berryville, VA 22611  
540-955-5168  
[vote@clarkecounty.gov](mailto:vote@clarkecounty.gov)

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Meeting of the Clarke County Electoral Board  
April 26, 2023

**Meeting called to Order** at 4:00pm by Chair Carol Westervelt

Members present: Kelly Johnson – Vice Chair and Kay Briggs – Secretary

Staff Present: Barbara Bosserman – General Registrar, Ann Levi Deputy Registrar

Others present – Chris Boies, County Administrator

**Adoption of Agenda**

The agenda was adopted as presented.

**EB Member comments** – A question was asked when the Board would discuss the VEBA meeting and was determined it would be towards the end of the agenda.

**Approval of Minutes** - Kay made a motion to accept the March 9, 2023 minutes. Kelly seconded.

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 including discussion on controls and remediation includes security officer
- 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.

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

**Reconvene Certification:**

*The Electoral Board of Clarke County, Virginia, hereby certified 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 om Closed Session.*

Roll call vote:

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

**VEBA annual meeting:**

The annual Virginia Electoral Board Association (VEBA) Meeting, held in Roanoke Virginia March 27 & 28, addressed numerous topics:

- There are many new electoral board members coming onboard.
- There were issues surrounding some General Registrars with changing of the Board composition. Some did not want the existing General Registrar to remain in that position.
- There will be a VEBA associated meeting in July in Richmond for some annual training.
- Barbara Bosserman has been asked to be a presenter on the topic of Ballot Custody.
- Kelly asked whether it would be OK to have two people together to bring the ballots back at the end of the day.

**June 20, 2023 Primary Update:**

- State Board of Election extended the June 20 primary filing deadline for those that had turned in some materials which shortened the ballot approval window.
- Order of Candidates: The SBE drew for the ballot order for candidates who filed simultaneously. Five candidates turned in their paperwork at the same time, so the state had to determine the order they appear on the ballot.
- Early Voting begins May 5th.
- Ballots have been ordered for 35% of registered voters.
- Margie Theis is an Election Official and is helping prepare the absentee ballots for mailing.
- Logic and Accuracy testing for the Central Absentee Precinct equipment is scheduled for May 3<sup>rd</sup>. Notice of the testing will be sent to the party chairman.

- Election Official Endorsement: Republican Chair responded to endorse the election officials requesting to represent the party on election day.
- Election official training will be held on Thursday, June 15.

**Full-time Deputy Registrar Position**

The job will be posted beginning May 1 on Clarke County Website. This position will report to the General Registrar. Starting salary will be in the low \$40K range and may actually be \$40,000. This hire would be a county employee.

**Legislative Updates**

Beginning July 1, 2023, a unique identifier, such as the last four digits of the voter's social security number, will be required on the returned Vote-By-Mail affidavit.

**Miscellaneous** – None

**Next meeting:**

May 15 2023 at 4:00 p.m. to approve Officer of Election assignments for June 20.

A Motion was made to adjourn the meeting by Kelly and seconded by Kay.

Roll Call –

Carol – Aye

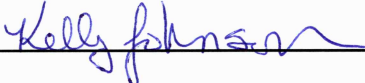
Kelly – Aye

Kay - Aye

Respectfully submitted,  
Kay M. Briggs, Secretary

Approved: (date) 5-15-2023

Carol Westervelt, Chair: 

Kelly Johnson, Vice Chair: 

Kay Briggs, Secretary: 