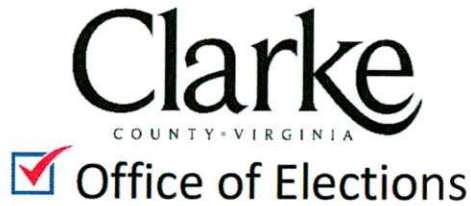


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Meeting of the Clarke County Electoral Board Friday, December 22, 2023

Meeting called to Order at 10:00AM by Chair Carol Westervelt

Members Present: Robert Holcomb, Vice Chair; Kay Briggs, Secretary

Staff Present: Barbara Bosserman, General Registrar

Adoption of Agenda: Robert motioned to adopt the agenda. Seconded by Kay.

Roll call vote:

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

EB Member Comments: Barbara informed the Board that the judge had signed the appointment order for Robert for a term of three (3) years to the Electoral Board; January 1, 2024 – December 31, 2026.

Approval of Minutes:

Robert motioned to approve the October minutes with the amendment of the addition of Betty Brondstater's last name. Seconded by Kay.

Roll call vote:

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

Robert motioned to approve the November minutes with the amendment to reflect the time of adjournment at 6:30PM. Seconded by Kay.

Roll call vote:

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

Public Comments: No one from the public was in attendance so there were no public comments.

FY25 Proposed Budget Review:

Background: FY24 extends from July 1, 2023 – June 30, 2024. The 2024 Proposed Budget is based on 3 elections occurring during this time. The dates of these elections are November 23, 2023; March 24, 2024 and June 21, 2024.

FY25 extends from July 1, 2024 – June 30, 2025. The 2025 budget is based on 2 elections during this time. The dates of these elections are November 24, 2024 and June 25, 2025. Barbara provided a copy of the FY 25 Budget Request for the Electoral Board showing cost per item and comparing FY24 approved budget based on three elections to the FY25 budget request based on two elections. Programming fees will be reduced in FY25 due to there being just two elections.

Robert requested an explanation of the Revenue-Reimbursement Column. Barbara explained this is for town elections and the Code of Virginia states towns pay for their elections. Barbara tracks these reimbursements which return to the General Fund and reflect revenue for the General Registrar's office. Barbara provided additional information on other election costs including maintenance contracts and license fees, printing and binding and advertising.

Other budget items include the Virginia Electoral Board Association (VEBA) dues, training (boot camp for new EB members) and the annual VEBA meeting.

Upgrading Laptops: These laptops currently used for our elections are 2012 issue. The County has provided the GR with \$5000 out of capital funds as long as it is spent by June 30. The GR has roughly \$1400 to add to it which will bring the overall budget to about \$7000. The problem is the new laptops have Windows 11 and our electronic pollbooks are only certified to Windows 10. Consequently, the computers will not be ordered right away.

Officer of election pay was increased based on the new minimum wage from \$9.50 per hour to \$12.00 per hour this FY. Chief's hourly rate was increased to \$16.00 and they also receive payment for their time pickling up supplies, training and return of materials at the end of the election night.

Overall, there will be a budget reduction from \$87,140 in FY24 to \$68,100 in FY25.

Robert made a motion to present the budget to the Board of Supervisors as has been presented. Carol seconded the motion.

Roll call vote:

Carol Westervelt: Aye
Robert Holcomb: Aye
Kay Briggs: Aye

Kay made the motion that the CCEB convene in closed session to consider the evaluation of officers of election and other personnel matters as allowed by Virginia Code, Virginia Freedom of Information Act, Section 2.2-37118, 1 and 4. Robert seconded the motion.

Roll call vote:

Carol Westervelt: Aye
Robert Holcomb: Aye
Kay Briggs: Aye

The EB of Clarke County VA hereby certifies that to the best of each members knowledge 1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and 2) 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 VA. and no action was taken on matters discussed in closed session. The motion was approved by the following roll call vote.

Roll call vote:

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

Recognition Program:

A brief discussion occurred on the importance of recognizing our Officers of Election. Carol asked if we have a means of tracking those people that retired some time ago but had not been formally recognized for their efforts. Barbara indicated that she has that information.

Robert suggested we give special recognition for 5, 10, 15 and 20 years of service and give recognition to those that are retiring.

Barbara suggested we start by asking Chris Boies, County Administrator if there is a policy already in place for recognition by the Board of Supervisors. Robert indicated he would send an email to him to start the discussion and then present our proposal to the Board of Supervisors.

2024 Election Calendar:

There is discussion on proposing new legislation to reduce early voting from 45 days down to 21 days and adding a Sunday. There was some discussion against adding a Sunday. Localities that have satellite locations can choose to have them open on Sunday but it is not required. The proposal was the Sunday prior to the last Sunday before the election. We will continue to have 45 days for Vote By Mail.

Need to establish some dates (for March 5, 2024 Presidential Primary):

- January 12, Friday – Conduct CAP L&A January 12, 2024, at 2:30PM General Registrar's Office. This will involve testing 3 machines. There are 14 ballots, 1 ballot for each precinct so CAP will have 7 for the Republicans and 7 for the Democrats.
- January 19, 2024, Friday begins voting by mail and runs through February 23, 2024.
- February 7, Wednesday, 3:00PM EB Meeting OOE APPT.
- February 19, Monday 10:00AM Precinct L&A testing
- February 24, Saturday, 2:00PM Chief and Assistant Chief Training
- February 29, Thursday, 5:00PM Ballot Officer Training; 6:00PM Group Training
- March 6, Wednesday 11:00AM Begin the Canvas
- March 8, Friday 2:00PM EB Meeting; 3:00PM resume the Canvas

The EB made the decision to wait to schedule June EB dates.

HSPS Grant Update: The General Registrar's office received a grant from state homeland security. This money will go towards the replacement of the surveillance camera on the side of the building, adding keypads to the office door and the voting room, identification card system and generators and a few other miscellaneous items. Barbara has received three proposals for the surveillance cameras and is working with Gordon Russell, Director of Information Technology to review them and make decisions on selection of the system.

Electronic Pollbook Update:

The Commonwealth of Virginia required the General Registrars go through a review of issues experienced in November. We experienced slow down issues with our laptops. Other areas had them fail completely. DemTech was called in to perform some updates. These updates have been approved by the State and will be installed on our current laptops. Given the earlier explanation of the new laptops having Windows 11 and our electronic pollbooks are only certified to Windows 10, we will proceed to have the updates installed on our existing equipment on January 2 and will use the existing laptops for the March primaries.

Voting Equipment Preventative Maintenance: December 18th annual preventive maintenance was conducted on our voting equipment.

Miscellaneous:

Barbara and her staff took part in the annual cyber security training. This training had to be completed by December 29, 2023 in order to not be severed from VERIS.

Set Next Meeting Date:

The next EB meeting will be held February 7 at 3:00PM to include Officer of Election Appointment.

Having no further business, Carol made a motion to adjourn. The motion was seconded by Robert.

Roll call vote:

- Carol Westervelt: Aye
- Robert Holcomb: Aye
- Kay Briggs: Aye

The meeting was adjourned at 11:55AM.

Respectfully submitted, Kay M. Briggs, Secretary

Approved: (date) Kay M. Briggs

Carol Westervelt, Chair: Carol Westervelt

Robert Holcomb, Vice Chair: Robert Holcomb

Kay Briggs, Secretary: Kay Briggs