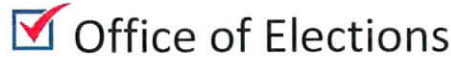


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Meeting of the Clarke County Electoral Board Wednesday, February 7, 2024

Meeting called to Order at 3:00PM by Chair, Carol Westervelt

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

Staff Present: Barbara Bosserman, General Registrar; Ann Levi, Deputy Registrar; Kelly Johnson, Deputy Registrar

Adoption of Agenda: Robert Moved to accept the agenda; Kay seconded the motion.

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

Electoral Board Member Comments:

Carol noted she received a telephone recording announcing a virtual town hall on Congressman Ben Cline. She dialed into the call the next day. The call lasted roughly 45 minutes and he took questions from those that dialed in.

Approval of December 22, 2023 Minutes:

Robert moved to accept the minutes. Carol seconded the motion.

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

Public Comment: No one from the public was in attendance so no comments were received.

Closed Session Certification:

I move that the Clarke County Electoral Board convene in closed session

- *to consider personnel matters as allowed by Virginia Code - Virginia Freedom of Information Act §2.2-3711(A)(1)&(4);*
- *for the purpose of discussing protocols for maintaining the security of ballots or voting and counting equipment, as provided in § 24.2-625.1(B) and § 2.2-3711(A)(34); and,*
- *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 pursuant to § 24.2-410.2(E) of the Code of Virginia.*

By unanimous vote:

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

Closed Session Discussion:

- Cyber Security Briefing
- Officer of Election evaluations and appointments
- Voting Systems Security Program Annual Review

Reconvene Certification:

The Electoral Board of Clarke County, 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 Westervelt: Aye
Robert Holcomb: Aye
Kay Briggs: Aye

Robert moved that we approve the Voting Systems Security Program Review checklist.

Kay seconded the motion.

All in favor:

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

March 5th Assignments on Election Day

Robert moved to approve the assignments as presented. (attached)

Kay seconded the motion.

All in favor:

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

Officer of Election Appointments:

Robert moved that the following individuals be appointed as Officers of Election for a term ending February 28, 2025.

Kay seconded the motion

All in favor:

Carol Westervelt: Aye

Robert Holcomb: Aye
 Kay Briggs: Aye

Name	Address	Election Precinct	Source
Abrera, Julie	204 Battletown Dr Berryville 22611	501 Buckmarsh	Democratic Party
Martin, Mary	205 Greenway Ave N Boyce 22620	401 White Post	Democratic Party
Klein, Mary Pamela	59 Linden Ln Boyce, VA 22620	301 Millwood	Democratic Party
Fox, Wayne	18399 Blue Ridge Mtn Rd Bluemont 20135	302 Pine Grove	Republican Party
Doherty, Maggie	112 Stone Ridge Ln, Paris 20130	301 Millwood	Republican Party
Doherty, Owen	112 Stone Ridge Ln, Paris 20130	301 Millwood	Republican Party
Green III, Walter W	211 Stratford Dr Winchester 22601	304 Frederick Co.	Republican Party
Russell, Donna J	430 Mosby Blvd Apt C201 Berryville 22611	101 Russell	Online Application
Helm, Lauren	11 Rice St Berryville 22611	201 Berryville	Online Application
Paul, Karen	18789 Airmont Rd Purcellville, VA 20132	427 Loudoun Co.	Online Application

Recognition Program:

Robert presented a draft recognition program at the last EB meeting. Barbara spoke with Chris Bois about whether it would be appropriate to ask the Board of Supervisors to present a recognition. Recognitions are made during a Board of Supervisor meeting and becomes part of the official minutes. (attached)

State Homeland Security Program Grant Update:

Barbara noted Chris Bois had signed off and accepted the grant as the subgrantee. However, because it is a Federal grant FEMA must first review and release it.

Legislative Updates:

Kelly Johnson reported on legislation that may be going to crossover. (attached)

Miscellaneous – None to report.

Set next meeting date:

- March 6 meet at 11AM to continue the Canvas.
- March 8 meet at 2PM to continue the Canvas.

Having no further business, the meeting was adjourned at 4:49PM

Respectfully submitted:

Respectfully submitted, Kay M. Briggs, Secretary

Approved: (date) March 22, 2024

Carol Westervelt, Chair: Carol Westervelt

Robert Holcomb, Vice Chair: Robert Holcomb

Kay Briggs, Secretary: Kay Marie Briggs

Attachments:

- March 5, 2024 Approved Officer of Election Assignments
- Suggested Election Official Recognition Program

March 5, 2024 Officers of Eleciton Assignments

Precinct	Role	Sift	LastName	FirstName	MiddleName
101-Russell	Asst.Chief	Full	Kestner	Christine	
101-Russell	Ballot Officer	5-1	Blackburn	Leslie	A
101-Russell	Ballot Officer	12:30-closing	Row	Lisa	A.
101-Russell	Chief	Full	Davis	Donna	N.
101-Russell	Curbside	Full	Hardesty	Larry	W.
101-Russell	Equipment	5-1	Stalvey	Nathan	
101-Russell	Equipment	12:30-closing	Stup	Elizabeth	
201-Berryville	Asst.Chief	Full	Pritchard	Elizabeth	H.
201-Berryville	Ballot Officer	Full	Lawson	Terry	L.
201-Berryville	Chief	Full	Clarke	David	S
201-Berryville	Curbside	5-1	Gowdy	Timothy	
201-Berryville	Curbside	12:30-closing	Cromeens	Gary	
201-Berryville	Equipment	Full	Bigelow	William	C.
301-Millwood	Asst.Chief	Full	Levi	Ann	S

March 5, 2024 Officers of Eleciton Assignments

Precinct	Role	Sift	LastName	FirstName	MiddleName
301-Millwood	Ballot Officer	Full	Gordon	Teresa	S.
301-Millwood	Chief	Full	Holcomb	Kathy	M
301-Millwood	Curbside	5-1	Moore	Ronald (JC)	
301-Millwood	Curbside	12:30-closing	Higgins	Orin	
301-Millwood	Equipment	5-1	O'Donnell	Kimberly	A.
301-Millwood	Equipment	12:30-closing	Bauhan	Thomas	Lathrop
302-PineGrove	Asst.Chief	Full	Lee	Jacob	R.
302-PineGrove	Ballot Officer	5-1	Chilvers Lubin	Brooke	
302-PineGrove	Ballot Officer	12:30-closing	Wilson	Karen	H
302-PineGrove	Chief	Full	Valker	Greg	
302-PineGrove	Curbside	5-1	Groover	Brian	H
302-PineGrove	Curbside	12:30-closing	Ikonen	Stanley	E
302-PineGrove	OOE	Full	MacMurtrie	Gwyneth	
401-WhitePost	Asst.Chief	Full	Boswell	Jeremey	Shane

March 5, 2024 Officers of Eleciton Assignments

Precinct	Role	Sift	LastName	FirstName	MiddleName
401-WhitePost	Ballot Officer	5-1	Hughes	Victoria	
401-WhitePost	Ballot Officer	12:30-closing	Hagarty	Lora	
401-WhitePost	Chief	Full	Hornbaker	Robert	J.
401-WhitePost	Curbside	5-1	Scarborough	Susan	
401-WhitePost	Curbside	12:30-closing	Knight	Wendy	
401-WhitePost	OOE	5-1	Martin	Mary	
401-WhitePost	OOE	12:30-closing	Smart	Mary	Kathleen
501-Buckmarsh	Asst.Chief	Full	O'Donnell	Michael	
501-Buckmarsh	Ballot Officer	5-1	Vaught	Tara	A.
501-Buckmarsh	Ballot Officer	12:30-closing	Jones	Brenda	B
501-Buckmarsh	Chief	Full	Brown	M.	Shawnie
501-Buckmarsh	Curbside	Full	Smith	James	M
501-Buckmarsh	Equipment	5-1	Nolan	Susan	D
501-Buckmarsh	Equipment	12:30-closing	Hedlund	Natalie	
502-BlueRidge	Asst.Chief	Full	Raddant	Susan	K.

March 5, 2024 Officers of Eleciton Assignments

Precinct	Role	Sift	LastName	FirstName	MiddleName
502-BlueRidge	Ballot Officer	5-1	Bernstein	Laura	
502-BlueRidge	Ballot Officer	12:30-closing	Spano	Joanne	
502-BlueRidge	Chief	Full	Burgess	Stephanie	L
502-BlueRidge	Curbside	5-1	Fox	Wayne	
502-BlueRidge	Curbside	12:30-closing	Radford	Tim	P.K.
CAP	Asst.Chief		Lee	Jean	
CAP	Chief		Burns	Connie	
CAP	OOE		Allison	Loretta	M
CAP	OOE		Brondstater	Bette	J
CAP	OOE		Caldwell	Sharon	M

Suggested Election Official Recognition Program

Purpose: to outline the program for recognition of election officials who have worked for a specific period of time in Clarke County elections. The recognition is for volunteers who devote their time to the election office, as Officers of Election, Equipment Officers, or any other volunteer positions. It is not intended to serve for recognition for Electoral Board Members or full time Assistant Registrars.

Guidelines: Recognition awards are made by either the Electoral Board, or by the Clarke Country Board of Supervisors, depending on the length of service.

5 years: Certificate of Appreciation signed by the Electoral Board

10 years: Certificate of Appreciation signed by the awardees Supervisor on the Board of Supervisors

15 years: Award of Excellence presented publicly by the Electoral Board

20 Years: Award of Excellence presented publicly by the entire ~~Board of~~ Supervisors

20+ years: Superior Performance Award Recognition by the Chairman of the Board of Supervisors at the December meeting.

Retirement after 10 or 15? years: Resolution by BoS

Presentations by the Electoral Board should be done at the annual training or other gathering of Officers of Election. Presentations by the Board of Supervisors should be done in a public session of a Board meeting. All public presentations should be published in the Clarke County newsletter.

Dates of service shall be calculated based on the Officer of Election records kept by the General Registrar. Service to another locality is not intended to be included in this program, but can be taken into consideration by the Electoral Board when identifying deserving awardees.