

Berryville-Clarke County  
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**Meeting of the Clarke County Electoral Board  
Monday, July 29, 2024  
2<sup>nd</sup> Floor Conference Room**

**Meeting called to Order** at 11:30AM by Chair Carol Westervelt

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

**Staff Present:** Barbara Bosserman, General Registrar

**ExpressPoll Teams Meeting Demonstration by Jennifer Sparks**

A Teams demonstration was provided for the ES&S ExpressPoll which included interactive questions and answers. The demonstration lasted approximately 1 hour.

**Adoption of Agenda**

Robert motioned to amend the agenda, moving the Electronic Pollbook discussion to immediately following the Adoption of the Agenda. Seconded by Kay.

Roll call vote:

Carol Westervelt: Aye

Robert Holcomb: Aye

Kay Briggs: Aye

**Electronic Pollbook Discussion**

Barbara reported at the May 1, 2024 EB meeting that our current electronic pollbook vendor, Civix, had advised they will no longer support the ePollTab system after November 30, 2024. The Board recommended researching state certified vendors to determine the best options for moving forward to replace the current system.

The county has set aside \$13,000 for the replacement of EPB laptops for the current electronic pollbook system that was purchased in 2013-2014. County Administrator, Chris Boies, has indicated additional funds are also available from projects that came in under budget if the EB decides to move to a new system.

Two quotes for electronic pollbook systems have been received:

- Election Systems & Software's ExpressPoll: \$25,250 for 18 units
- KnowInk PollPad \$ 42,600 for 20 units

Robert and Barbara attended the July 18<sup>th</sup> Virginia Elections Workshop in Richmond where they met with Commissioner Beales to discuss the current Civix/Demtech situation and also spoke with ES&S/PrintElect vendors about the ExpressPoll system.

Robert motioned to purchase the Election Systems & Software ExpressPoll electronic pollbooks to be used in the November 2024 election. Seconded by Kay.

Roll call vote:

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

**EB Member Comments:** None

**Approval of Minutes:**

Carol moved to approve the June 4, 2024 minutes, seconded by Robert.

Roll call vote:

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

Robert moved to adopt the June 18, 2024 minutes, seconded by Carol.

Roll call vote:

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

**Public Comments** No public comments

**Officer of Election Appointments**

Barbara presented a list of voters requesting appointment to serve as officers of election (attached). The recommendation was to appoint each official for a term ending February 28, 2025. The term ending date will align with officers currently appointed.

Kay motioned to accept the appointment of the Officers of Election. Robert seconded the motion.

Roll call vote:

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

**SHSP Grant Update**

Out of \$45,000 received, \$23,900 has been spent. The remainder of the funds can be used on the expansion of the existing project but cannot be used towards additional new projects. The CCTV projects came in under budget. Two generators have been purchased. The new ID card system is installed and operational. The new polling signs were used at the June Primary, and they are more visible and much easier to maneuver.

**Annual Voting Systems Security Review Acknowledgement**

The annual Voting Systems Security Program was reviewed and accepted at the Board's February 2024 meeting. The initial review checklist was submitted to ELECT's Voting Systems Security Manager on February 14, 2024. In May, an Official ELECT Advisory was received requiring the Electoral Board's attestation of the voting system review be submitted through a specified Formsite link. The EB members signed the acknowledgement form which will be submitted as required.

## General Registrar Evaluation (Closed Session)

### Closed Session Motion

Kay Briggs: *I move that the Clarke County Electoral Board go into closed session pursuant to the Virginia Freedom of Information Act §2.2-3711(A)(1) to discuss the performance evaluation of the general registrar.*

Roll call vote:

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

### 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. The motion was approved by the following roll call vote:*

Roll call vote:

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

### Miscellaneous

- The General Registrar sent information to PrintElect to begin the equipment coding and ballot preparation.
- The deadline for the Special Election candidate filing is August 16, 2024.
- The State has indicated that they have until September 6, 2024 to certify any Independent Presidential Candidates. There will be up to 9 candidates for President on the ballot.

Also on the ballot is the following proposed Constitutional Amendment.

Article X. Taxation and Finance. Section 6-A. Property tax exemption ~~for~~; certain veterans and their surviving spouses ~~and~~; surviving spouses of soldiers ~~killed in action~~ who died in the line of duty.

### Set Next Meeting Date:

TBD

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 1:35P.M.

Respectfully submitted, Kay M. Briggs, Secretary

Approved: (date) Aug 27 2024

Carol Westervelt, Chair: Carol Westervelt

Robert Holcomb, Vice Chair: Robert Holcomb

Kay Briggs, Secretary: Kay Mauros Briggs