



Clarke County
Office of Elections

Voter Registration and Electoral Board

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**Meeting of the Clarke County Electoral Board
Wednesday, July 17, 2019
Registrar's Office**

1. The meeting was called to order at 10:00 AM by Chairman Don De Haven. Also present were Randy Sprouse-Vice Chairman, Carol Westervelt - Secretary and Barbara Bosserman, General Registrar. The proposed agenda was approved.
2. The minutes for the June 12, 2019, meeting were approved.
3. GR Evaluation (closed session – personnel) Secretary Westervelt made the motion that the electoral board convene in closed session to discuss personnel matters as allowed by Virginia Code; Virginia Freedom of Information Act §2.2-3711(A)(1). The motion was seconded by Vice Chairman Sprouse.

Reconvene:

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:

De Haven: yea

Sprouse: yea

Westervelt: yea

4. Officer of Election: We are in need of a chief for the Berryville precinct. David Clarke will be meeting with Barbara on Friday to discuss what this would entail for him to serve in that position.

Voting Equipment Custodian: John Lyttle has resigned as Voting Equipment Custodian so we need to find someone to replace him. Vice Chairman Sprouse has agree to help take the voting equipment out if necessary, maintaining the chain of custody.

5. The candidates for the November election are set. All candidates have been certified. The ballot design process has begun.
6. Voting Equipment Programming: (closed session – Voting Equipment Security)

Secretary Westervelt made the motion that the electoral board convene in closed session to discuss voting equipment security matters as allowed by Virginia Code; Virginia Freedom of Information Act §2.2-3711(A)(34). The motion was seconded by Vice Chairman Sprouse.

Reconvene:

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:

De Haven: yea
Sprouse: yea
Westervelt: yea

7. Miscellaneous: Secretary Westervelt reported that many people at the annual training spoke highly of the meeting at the Homestead. She suggested at least one of us attend.

Upcoming dates:

Sept 6 - L&A for absentee voting
Sept 25 - absentee voting begins
Oct 15 - L&A for the general election

The next meeting will be Tuesday, August 6th, 2019 at 10:00AM. The main purpose of this meeting will be the FY2021 budget and follow up on personnel placement.

The July 17, 2019 meeting was adjourned at 10:55

Respectfully submitted,

Carol Westervelt, Secretary

Approved: (date) Aug 6. '19

Donald De Haven

Don De Haven, Chairman

Randy Sprouse

Randy Sprouse, Vice Chairman

Carol Westervelt

Carol Westervelt, Secretary

