



Clarke County Office of Elections

Director of Elections and Electoral Board

101 Chalmers Ct.
P.O. Box 555
Berryville, VA 22611
540-955-5168
vote@clarkecounty.gov

Meeting of the Clarke County Electoral Board Tuesday, August 6, 2019 Registrar's Office

1. The meeting was called to order at 9:04 AM by Chairman Don De Haven. Also present were Randy Sprouse, Carol Westervelt, Barbara Bosserman, General Registrar and Will Watson, Voting Equipment Custodian.
2. The proposed agenda was approved.
3. The minutes for the July 17, 2019, meeting were approved as written.
4. Our new Voting Equipment Custodian, Will Watson, was introduced. He shared information of his background with us. Carol made the motion to make the appointment.
Vote: De Haven – Aye Sprouse – Aye Westervelt - Aye
5. David Clarke has agreed to serve as chief in the Berryville precinct beginning with the November 5, 2019 election.
6. Barbara distributed tentative assignments for the November general election. Discussion was held as to how many officials to have in each precinct. Blue Ridge and Pine Grove will each have at least 4, Berryville, Buckmarsh, and White Post will have at least 5, and Russell~~s~~ will have 6. Russell~~s~~ is the only precinct where there is more than one person on the ballot for Board of Supervisors. A large turnout is expected.
7. Barbara shared the ballot proofs for the November 5, 2019 election. There are seven ballot styles for the election.
8. Discussion on how many ballots to order. It was decided to order 80%.
9. In all likelihood, no excuse absentee voting will begin for the 2020 general election. Therefore, we must submit a budget. We will need three full time officials: 1 for check in; 1 for ballot officer, and 1 for equipment. Ann Levi has agreed to head this up. Bob Holcomb has also volunteered to serve. Fulltime is 9 hours for the days early voting will be possible. The voting will be during regular office hours. Other items:
 - Officer of Elections Compensation: Currently, on election day, OE receive \$110 and Chief Receive \$150, plus \$20 to attend training. It is recommended the assistant chief

receive \$130. For early voting, the OEs will receive \$10 per hour. When Ann is serving as chief, she will receive \$13 per hour.

- Security – Discussion with county administration concluded that should we want to use security cameras we would have to pay for them from our budget and also monitor the footage. Through discussion it was determined we will not pursue security cameras or to have police or security stationed in or outside the polling area.
- Accessibility - curbside voting is required for absentee voting. The two spaces just outside the back stairway have been designated for curbside voter parking.
- Access to VERIS (Virginia Election and Registration Information System) required the county 'white-listed' internet access. County internet is available in the room to allow for secure connection.
- Supplies and equipment - laptops, voting system, ballots, forms. We have sufficient supplies so there is no anticipated additional cost.

10. Miscellaneous Items:

- The schedule for the L&As (pre-election testing) will be September 16th for CAP machine and October 15th for all the machines for the precincts.

The next meeting will be Tuesday, October 1st, at 10:00 AM.

The meeting was adjourned at 10:33 to attend the funeral of for election official, John Harris.

Respectfully submitted,

Carol Westervelt, Secretary

Approved: (date) OCT 1, 2019

Donald E. De Haven Donald E. De Haven

H. R. Sprouse H. R. Sprouse

Carol S. Westervelt Carol S. Westervelt