



# 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

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## **Meeting of the Clarke County Electoral Board Tuesday, February 4, 2020 Registrar's Office**

1. The meeting was called to order at 10:06 AM by Chairman Don De Haven. Also present were Randy Sprouse, Carol Westervelt, and Barbara Bosserman, General Registrar. The proposed agenda was approved.

2. The minutes for the January 7, 2020, were approved. The motion to approve was made by Randy and seconded by Carol.

The vote: Don - aye, Randy- aye, Carol - aye.

3. Officers of Election - The following people were approved to serve as election officials:  
Beth Novak                      Stanley Ikonen                      Mary Kathleen Smart  
Laura Bernstein                      Kelly Johnson

The Officer of elections Training Standards Revisions were approved. Carol moved, Randy seconded.

The vote: Don - aye, Randy- aye, Carol - aye.

The Standard Operating Procedure for Appointing and Assigning Election Officials was approved. This dealt with party affiliation of appointed election officials and the required notice to parties. Randy moved, Carol seconded

The vote: Don - aye, Randy- aye, Carol - aye.

4. Barbara handed out a memo to Political Parties for OOE Endorsement and March 3 assignments and training, for our information.
5. Barbara handed out information concerning a Cargo van that the county is buying which we may use to transport our voting machines. We have been asked to share the cost of the ramp (\$269.99). Randy moved and Carol seconded that we do this.

The vote: Don - aye, Randy- aye, Carol - aye.

6. Carol moved that "the Clarke County Electoral Board convene in closed session for

the purpose of discussing protocols for maintaining voting equipment security, specifically the Voting Equipment Security Program review, 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 outlined in the Minimum Security Standards as provided in 24.2-410.2, 24.3-625.1(B) and 2.2-3700(A)(34) of the Code of Virginia."

The vote: Don - aye, Randy- aye, Carol - aye.

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 laws were discussed in the closed meeting to which this certification resolutions 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:

The vote: Don - aye, Randy- aye, Carol - aye.

7. The Cybersecurity Minimum Standards that were approved by the State Board of Elections in November, 2019, was approved. Randy moved, Carol seconded.

The vote: Don - aye, Randy- aye, Carol - aye.

8. The Voting Equipment Security Plan Revisions were approved. Randy moved, Carol seconded.

The vote: Don - aye, Randy- aye, Carol - aye.

9. Miscellaneous -

The voting machines will need to be recertified by the State next year. At this point we don't know what to expect. Involves moving from Windows 7 to Windows 10, among others.

Some of the things moving through the General Assembly -

- Accepting mailed in absentee ballots postmarked by election day can be received and counted if returned by Friday following the election.
- Attempting to end photo ID to vote
- When a voter states his name and address, only his name shall be repeated by the election official.

Upcoming dates - Feb 18 - 10:00 - prepare voting machines

Feb 25 - train chiefs and assistants

Feb 27 - 6:00 - train election officials

Mar 3 - Democrat primary

Mar 4 - canvas of election

The meeting was adjourned at 12:00.

Respectfully submitted,

Carol Westervelt, Secretary

Approved: (date) MARCH 6, 2020

Donald E. De Haven, Chairman: Donald E. De Haven

H. R. Sprouse, Vice Chairman: H. R. Sprouse

Carol S. Westervelt, Secretary: Carol S. Westervelt

