

Minutes of the Clarke County Electoral Board
Thursday, February 4, 2021
AB Meeting Room / Clarke County Government Center

Call to Order: The meeting was called to order at 10:13 am by Vice Chairman Randy Sprouse.
Members Present: Randy Sprouse-Vice Chairman, Carol Westervelt-Secretary, Don De Haven-Chairman. Also Present: Barbara Bosserman-Registrar, Robert Holcomb-Asst. Registrar
Public: Mary Ivie

Adoption of Agenda: The agenda was adopted as presented

Approval of Minutes: The minutes of the November 4, 2020 meeting were approved as written

Carol Westervelt Re-appointment: There was some confusion as to whose term on the EB was ending this year. It was determined Randy Sprouse's term ends on February 28, 2021. Barbara will contact the chairman of the Democrat party to get all paperwork submitted in a timely manner.

Legislative Updates: Barbara filled us in on the legislative updates concerning elections. Highlights:

- There will be drop boxes for all elections in the future; both at the registrar's office during absentee voting and at the polling places on Election Day.
- Early voting (no excuse) will continue.
- Photo ID continues to no longer be required.
- The House has passed that no witness signature will be required on the ballot return envelope
- In general, the temporary measures passed last summer will become law.

Carol made the following motion to continue in closed session:

I move that the Clarke County Electoral Board convene in closed session to consider the appointment of officers of election and other 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 voting equipment security, specifically the Voting Equipment Security Program review as provided in § 24.2-625.1(B) and § 2.2-3711(A)(34) of the Code of Virginia. Also, for the purpose of discussing protocols for maintain 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 and § 2.2-3711(A)(34) of the Code of Virginia."

The motion was approved by the following roll call vote:

Don – yea Randy – yea Carol – yea

Upon re-convening from closed session, Carol entered the following 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:

Don – yea Randy – yea Carol – yea

Appointment of Officers of Election:

The list of proposed officers of election re-appointment was approved as presented. Election officials were appointed for the term ending February 28, 2022.

Review of Voting Systems Security Program: The annual review was approved as presented.

Review of Minimum Security Standards: Upon review of the standards it was found no updates are necessary. The checklist for 'met or not met' standards was reported to the Department of Elections on December 31, 2020. The next report is due March 1, 2021.

Review of Officer of Election Training Standards: Staff recommends the online training available through the Virginia Department of Elections be used in addition to, not in place of, in-person training. If an Officer of Election does not have access to the online training, a paper copy will be provided.

FY22 Budget: Barbara met with county administration on December 18, 2020 to discuss the FY22 budget. Final budget approval will be made in April 2021

Miscellaneous Items:

The Town of Berryville will have a special election on May 4, 2021 to elect members to the seats of Recorder and Ward 3. Officer of Election training and the pre-election voting equipment testing have not yet been scheduled. Future municipal election will move to November.

Reminder of electoral board members online training.

Set next meeting date:

The next meeting is scheduled for March 2, 2021 at 10:00 a.m.

Adjournment:

On motion by Randy, the meeting was adjourned at 11:46 a.m.

Respectfully submitted,
Carol S. Westervelt

Approval of February 4, 2021 Minutes:

Approved: MARCH 4 2021 (date)

Donald E. De Haven, Chair: Donald E. De Haven

H. Randy Sprouse, Vice Chair: H. Randy Sprouse

Carol S. Westervelt, Secretary: Carol S. Westervelt