

Berryville-Clarke County
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Office of Elections

Minutes of the Clarke County Electoral Board
Thursday, March 4, 2021
AB Meeting Room / BCCGC

The meeting was called to order by Chairman Don De Haven at 10:01 AM in the AB Meeting Room/ Berryville Clarke County Government Center. Also present were Vice Chairman Randy Sprouse, Secretary Carol Westervelt, General Registrar Barbara Bosserman, and two guest observers: Bob Holcomb and Mary Ivy.

The agenda was approved as amended to include Ballot Drop Box and Officer of Election Response to Appointment

The minutes of the February 4, 2021, meeting were approved.

One of the purposes of this meeting was the reconfiguration of this board. Carol moved and Randy second that the configuration remain the same. It was a unanimous vote.

Randy has been reappointed to the board for another three year term.

Concerning the Town of Berryville Special Election of May 4th: The ballot "proof" was presented. Barbara will order enough ballots for 50% of the registered voters. Early voting begins March 19th. Shawnie Brown will serve as chief and William Bigelow will serve as assistant chief. Brenda Jones will be asked to serve as ballot officer. No one will serve outside the polls for curbside voting, but someone will be available to handle voters who need assistance. One more election official will be needed. Possibilities are Ann Levi and Bob Holcomb.

The Risk Limiting Audit Final Report was reviewed.

Minimum Security Stands - March 1, 2021 deadline to submit. The electoral board is required to submit a letter attesting that the minimum cyber security standards have been reviewed and a plan of action is being implemented to fulfill the standards not met. It was approved and signed by all three board members.

Barbara presented a handout of 2021 General Assembly Legislative updates pertaining to election laws.

The FY 22 budget was presented and reviewed.

Our current electronic pollbook will be decertified due to being based on a Windows 7 platform. The Virginia Department of Elections has certified a new version of our Advocate EPB. We are required to upgrade after July 1, 2021. That cost has been included in the budget.

We will need a drop box for use at all further elections. It will cost in the vicinity of \$2000. Barbara provided pictures of some of the options.

After the last meeting, Barbara sent out officer of election letters to 105 people. Sixty have accepted re-appointment. Six need to take the oath. Two declined. Thirty-seven have not responded. About twelve have taken the online training through the Virginia Department of Elections.


The Logic & Accuracy for early voting will be March 16th at 2:00 pm. Officer of Election training date has not been set. Barbara will let us know when.

The next meeting will be May 5th, after the Berryville Town Election.

The meeting was adjourned at 10:58.

Respectfully submitted,
Carol Westervelt
Secretary

Approved: MAY 5, 2021 (date)

Donald E. De Haven, Chair: 

H. Randy Sprouse, Vice Chair: 

Carol S. Westervelt, Secretary: 