



**Louisa County Electoral Board
Office of General Registrar
1 Woolfolk Avenue
Post Office Box 220
Louisa, Virginia 23093-0220**

Curtis J. Haymore
Chairman

Phone: 540-967-3427
Fax: 540-967-3492

David M. Koegle
Secretary

Jeanne E. Wolf
Vice Chairman

Cristy E. Watkins
General Registrar

Draft Minutes of Electoral Board Meeting, February 9, 2022

The Louisa County Electoral Board met at a regular scheduled meeting on Wednesday, February 9th, 2022 to discuss events and issues relative to the upcoming current and future election activities in Louisa County with respect to resources, training, and planning.

CALL TO ORDER – Wednesday, February 9, 2022

Mr. Haymore called the meeting to order at 10:03 a.m. with the following persons in attendance:

- Mr. Curtis Haymore, Chairman
- Mrs. Jeanne Wolf, Vice Chairman
- Mr. David Koegle, Secretary
- Mrs. Cristy Watkins, General Registrar

APPROVAL OF MINUTES

Mr. Haymore made a motion, seconded by Mrs. Jeanne Wolf to dispense with the reading of the minutes and accept the minutes of the November 2nd, 2021 General Election/Canvass as written and amended. The motion was approved by acclamation.

REVIEW/APPROVAL OF NOVEMBER 2nd, 2021 GENERAL ELECTION/CANVASS

Mr. Koegle reviewed the November 2nd, 2021 General Election highlights with the following summation:

1. The election process was a success with two identified errors.
2. Error rate of .02%
3. Future training should stress attention to detail regarding split precincts and multiple ballots.

REGISTRAR'S REPORT – Mrs. Watkins

Office Relocation

Mrs. Watkins stated that Louisa County Board of Supervisors approved buying the former Virginia Community Bank headquarters on Industrial Drive. In discussion with Mr. Christian



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Goodwin, the building is currently being remodeled and will NOT be the future new home of the General Registrar. A relocation of the General Registrar's Office is not currently expected until the end of 2022.

REDISTRICTING

The Board of Supervisors will meet on Monday, February 14th, 2022 to release the Redistricting Maps for Public Response. At that time, the Electoral Board members will be able to individually review and comment on the proposed districts and precinct locations.

LEGISLATIVE UPDATES

A Senate bill has passed 40-0 requiring the State Board of Elections to increase from the current five members to a total of eight (four Democrats/four Republicans) with an appointed former judge responsible for breaking tie votes.

Triggering Events Review

A Triggering Events Review was conducted noting that all requirements have been met regarding:

- **Security Policies and Procedures and Risk Assessment**
 1. (Y/N) Does a review of the Security Policies and Procedures need to occur to comply with the requirements to complete and report to the State by May 1? **Mr. Haymore is to review/update the document.**
 2. (Y/N) Does a review of the Risk Assessment need to occur to comply with the requirements for a review to be completed no later than 90 days before each November general election? **Completed**
 3. (Y/N) Are there any known exceptions to the Security Policies and Procedures, especially if there are serious or repeated exceptions or difficulties with complying with the Security Policies and Procedures that may trigger the Board to initiate a review?



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4. (Y/N) Were there any instances of non-compliance of risk assessment policies or procedures and are any reports necessary via the Department of Elections' exception handling?
5. (Y/N) Have there been any equipment or system changes, facility changes, or operational procedure changes that would require an out-of-cycle review of the Security Policies and Procedures or Risk Assessment? **Completed**
6. (Y/N) Were there any significant changes to the information system or environment of operation, or other conditions that may impact the security state of the system that would require an update of the Risk Assessment?
 - **Security Incident Handling policies and procedures**
7. (Y/N) Were there security incidents especially that might trigger a review?
8. (Y/N) Does a review need to occur to comply with the requirement to complete a review at a minimum annually, and no later than 60 days before each November general election? **Completed**
 - **Security-related instructional materials**
9. (Y/N) Does a review need to occur to complete a review of instructional materials by the General Registrar and an Electoral Board member at a minimum annually, and no later than 60 days before each November general election, with changes approved by the Board? **Completed**
 - **Cybersecurity Awareness Training**
10. (Y/N) Were there any instances of non-compliance of cybersecurity training and whether any reports are necessary via the Department of Elections' exception handling?
11. (Y/N) Is there is a need for review, update, or revision of cybersecurity awareness training (this monthly review satisfies the need for annual review)?
12. (Y/N) Are all staff current with their cybersecurity awareness training?



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- **Cybersecurity Incident Response**

13. (Y/**N**) Were there any elections-specific suspected and actual security incidents in accordance with the criteria and procedures set forth in the Department of Election's Incident Reporting guideline?

14. (Y/**N**) Were there any instances of non-compliance of incident response procedures and are any reports necessary via the Department of Elections' exception handling?

15. (Y/**N**) Were there any security incidents relating to cyber security system?

16. (Y/**N**) Is there a need for review, update, or revision of cybersecurity incident response procedures (this monthly review satisfies need for annual review)?

- **Personnel Security**

17. (Y/**N**) Was there a change in the continuing operational need for current logical and physical access of staff to sensitive election information or equipment? **After the November election, one Election Official's access to VERIS was deactivated.**

- **Physical Access**

18. (Y/**N**) Were there any instances of an actual or possible access violation?

CHAIRMAN'S REPORT – Mr. Haymore

Draft Annual Calendar

Mr. Haymore presented the DRAFT Annual Calendar to be used as a benchmark for 2022 Electoral Board activities.

SECRETARY'S REPORT – Mr. Koegle

Jury Duty

Mr. Koegle is currently assigned to Jury Duty through the first week of March. To date, there have been no assignments conflicting with the Electoral Board activities.

DemTech

DemTech Voting Solutions, the producers of the ePollbook, has partnered with Civix, an



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international provider of software solutions. Civix purchased 49% of DemTech.

VICE-CHAIRMAN'S REPORT – Mrs. Wolf

NEW BUSINESS

Organization of Electoral Board 2022

Mr. Koegle made a motion to retain all positions and responsibilities as currently assigned.

Mr. Haymore – Aye

Mrs. Wolf – Aye

Mr. Koegle – Aye

Consulting Services Agreement

Mr. Haymore made the motion to accept the contract with B.W. MURRAY & CO to provide cybersecurity support to the Electoral Board and General Registrar's Office. The motion was seconded by Mrs. Wolf and approved by Electoral Board acclamation. The approval will be forwarded to the Board of Supervisors who will make their final approval.

Voting Machine Custodian

Mr. Haymore made a motion to appoint Jay Overbey, Atlantic Election Services, as the voting machine custodian to program, prepare, and maintain the voting equipment for the calendar year 2022 pursuant to VA Code Section 24.2-632. The motion was seconded by Mrs. Wolf and approved by Electoral Board acclamation. Mr. Overbey will be sworn in during his next visit to Louisa.

Ballot Printing and Ballot Custodian

Mr. Haymore made a motion to appoint Jay Overbey, Atlantic Election Services, as the voting Ballot Printer and Custodian for the calendar year 2022 pursuant to VA Code Section 24.2-616 and VA Code Section 24.2-617. The motion was seconded by Mrs. Wolf and approved by Electoral Board acclamation.

Officer of Election Luncheon



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The Officer of Election Luncheon was discussed and decided that due to COVID restrictions and discretions, it was advised that Mrs. Watkins would compose a letter of gratitude to all Election Officers who worked to facilitate the success of the November 2021 General Election. The Election Officer luncheon will be scheduled for a later date to be determined.

Training Media and Resources

Mr. Koegle discussed media opportunities – The IT Department provided one video display/stand assigned to the General Registrar’s Office to be used in future Election Officer training.

Mr. Koegle and Mrs. Watkins presented opportunities for Election Officers to receive their required training via SBE presentations and/or the possibility of producing an MP4 presentation of the Louisa County Election Officer training. (to be further investigated)

OLD BUSINESS

“Print on Demand” Printer

Mrs. Watkins broached the subject of acquiring a printer for “Print on Demand” ballots for the CAP. It is expected that the legislature will require voting communities to tabulate elections results by precinct, which will require distinguishing each precinct’s ballots. Mr. Jay Overbey, Atlantic Election Services, is currently investigating the opportunities and will provide guidance to Mrs. Watkins. It is expected that two (2) printers will be required.

CLOSED SESSION

In accordance with VA Code 2.2-3711, Mr. Koegle made a motion for the Electoral Board to go into Closed Session to discuss (A1) personnel matters at 11:16 a.m. The motion was seconded by Mr. Haymore and approved by Electoral Board acclamation.

OPEN SESSION

Following the CLOSED SESSION, the Electoral Board meeting returned to Open Session at 11:30 a.m. The Electoral Board Members were polled to certify that to the best of their knowledge, only public business matters lawfully exempted from the open meeting requirements



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under the Virginia Freedom of Information Act, and as identified in the motion for which the Close Meeting was convened, were discussed and considered by the Board.

Mr. Haymore – Aye
Mrs. Wolf - Aye
Mr. Koegle - Aye

NEXT MEETING

The next scheduled meeting of the Louisa County Electoral Board has been scheduled for March 23rd, 2022, 10:00 a.m.

ADJOURNMENT

Mr. Haymore made a motion for adjournment, seconded by Mr. Wolf. The motion was approved by acclamation. The meeting was adjourned at 11:32 a.m.

UPCOMING DATES

ELECTORAL BOARD MEETINGS (Tentative)

March 23rd, 2022

April 20th, 2022

May 4th, 2022

June 21st, 2022

July 6th, 2022

August 17th, 2022

September 14th, 2022

October 19th, 2022

November 8th, 9th, and 11th, 2022 (General Election Canvass)

December 7th, 2022

IMPORTANT ELECTION DATES

June 21st, 2022 – Democrat Primary

November 8th, 2022 – General Election



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COUNTY HOLIDAY CLOSINGS

February 21st, 2022 – Washington’s Birthday

May 30th, 2022 – Memorial Day

June 20th, 2022 – Juneteenth

July 4th, 2022 – Independence Day

September 5th, 2022 – Labor Day

October 10th, 2022 – Columbus Day

November 11th, 2022 – Veteran’s Day

November 24th, 2022 – Thanksgiving

December 26th, 2022 – Christmas

DRAFT