



***Louisa County Electoral Board
Office of General Registrar
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**Curtis J. Haymore
Chairman**

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**David M. Koegle
Secretary**

**Jeanne E. Wolf
Vice Chairman**

**Cristy E. Watkins
General Registrar**

Approved Minutes of Electoral Board Meeting, March 23rd, 2022

The Louisa County Electoral Board met at a regular scheduled meeting on Wednesday, March 23rd, 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, March 23rd, 2022

Mr. Haymore, having an assembled quorum, called the meeting to order at 10:00 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

Mrs. Karen Davenport, Public Attendee, League of Women Voters, Charlottesville, VA, via telephone

Mrs. Tammy Purcell, Public Attendee, Engage Louisa, Louisa, Va.

APPROVAL OF MINUTES

Mr. David Koegle made a motion to dispense with the reading of the minutes and accept the minutes of the February 9th, 2022 Electoral Board Meeting as written and posted. The motion was approved by acclamation.

REGISTRAR'S REPORT – Mrs. Watkins

OFFICE RELOCATION

Mrs. Watkins stated that work had commenced at the former Blue Ridge headquarters on Industrial Drive. No other information was available. A relocation of the General Registrar's Office is not currently expected until the end of 2022.

ELECTION CENTER CONFERENCE, Atlanta, Georgia

Mrs. Watkins attended a three day conference at the Election Center, Atlanta, Ga. to retain General Register certification.

REDISTRICTING

The General Registrar's Office is currently at a "stand-still", awaiting approval of the Board of Supervisors before new Voter Cards are mailed to the residents of Louisa County. Board of Supervisors approval is expected during the April 4th, 2022 meeting.

Mr. Haymore motioned, "The Electoral Board favors the use of existing precincts for the June Primary if allowed by the State Board of Election. The motion was passed by acclamation.

LEGISLATIVE UPDATES

A recommendation has been forwarded suggesting that the State Board of Elections be increased from the current five members to a total of eight (four Democrats/four Republicans) with an appointed judge responsible for breaking tie votes. Approval of Redistricting places undue stress on the General Registrar's Office which prefers to change precincts following the June primary, prior to the November election.

LETTERS To WORKERS February 10, 2022

Letters were sent to all Officers of Election thanking them for a successful 2021 Election and requesting they notify the Registrar if unable to serve in 2022. Five (5) Officers notified us that they will be unavailable for 2022. Mrs. Wolf drafted letters to five (5) Electoral Officers in appreciation for their endeavors, ensuring elections were conducted professionally.

EARLY VOTING

Early voting for the June Primary Election will begin on May 6th. Currently, 656 applications have been processed and will be mailed on May 6th as required by law.

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

CHAIRMAN'S REPORT – Mr. Haymore

COMMENTS FROM THE VEBA CONFERENCE

The 2022 VEBA Conference, March 18-20, 2022 was attended by:

Mr. Curtis Haymore, Chairman

Mr. David Koegle, Secretary

Mrs. Cris Watkins, General Registrar, Louisa County

Mrs. Beth Richardson, Deputy General Registrar, Louisa County

LEGISLATIVE

Important

- Same day registration is still in effect starting in October. Awaiting direction from ELECT on implementation.
- Pre-registration for 16-year-olds: awaiting direction from ELECT on implementation.

Other

- Risk limiting audits, if performed before certification (to potentially allow results to guide recounts, other reviews, outcomes) could delay certification of election results. Having recently participated in two risk limiting audits, Louisa is likely not affected unless state-wide or congressional elections are selected for audits.
- No more outside funding supporting election activities will be permitted (SB205).
- Deceased voter lists will now be provided weekly.
- General admonition to learn about ranked choice voting, although it is currently limited to certain jurisdictions and Board of Supervisors races.

Election Assistance Commission

- Has online resources/guides for best practices for chain of custody, audits, accessibility, recruiting Officers of Election and more

Conduct of Meetings

- Electoral Board are “small assemblies”, can be somewhat informal—for example, seconds are not needed on motions
- Clarified Postponement (until a specific time, like the next meeting), tabling (interruptions), General orders (deferring until brought up again), and Special orders (*must* be handled at the next meeting).
- Should acknowledge visitors and guests at start of meeting (name and title), but only take comments and questions at the end. Although the Registrar is technically a “visitor”—not a member of the Board, she can have her own section of the meeting (as we do). Registrar (and others) can make recommendations, but only Board members can make motions.
- “Unfinished Business” (the correct name for “old business”) comes before New Business.
- FOIA
- Minutes can include summaries of items discussed and positions taken (at least for visitors), but there is no need for verbatim transcript of every point raised
- They suggested using dedicated email accounts to aid in record retention. This seems unnecessary for Louisa. We route emails through the Registrar, with occasional CCs to share information.

Miscellaneous

- Electoral Board determines the number and status (part-time, fulltime) and term of assistant registrars. Funding remains at the discretion of the County Board. Registrars establish the duties, appoint and have the authority to remove assistant registrars for cause. Local governing body sets compensation. (24.2-112)
- Assistant Registrars will be called **Deputy Registrars** under new legislation.
- One county has a meeting between the Commonwealth Attorney and the Sheriff for them to agree on process for handling situations and determine under what conditions Sheriffs would arrest people (gun in prohibited area, for example) and what charges would be brought that the Commonwealth Attorney would prosecute. They printed 5x7 cards with the gun restriction law on it, and if voter did not comply,

they would make an arrest. They also had agreed upon verbal codes for whether it is an outside the polling place issue for the sheriff (“banana”) or for the sheriff to come inside the polling place (“apple”).

- People who submit Provisional ballots could be notified to appear on Wednesday, and have their information taken, even if the adjudication is not until Friday (or Monday). Provides a time certain for the voter, could speed certification on Friday or Monday.
- Suggestions for nice touches:
 - Have EB and Registrar hold ceremonies to present election certifications to winners of elections.
 - Have Board of Supervisors present awards to chiefs, Election officers, etc., workers in their districts
 - Have EB/ Registrar make presentation to Board of Supervisors on process of office. The Board understands running for election, but that is not the business of conducting an election.

PRECINCT SECURITY

Mr. Koegle made a motion to have Sheriff Donnie Lowe, or representative, attend the next meeting of the Louisa County Electoral Board, April 11th, 2022, to discuss precinct security options. The motion was approved by acclamation.

REDISTRICTING

The General Registrar’s attempt at gaining Peach Grove Church as a new precinct location was turned down. Mt. Pleasant Church is currently being reviewed for approval for use as a precinct (402).

NONCONTIGUOUS SEGMENTS OF LOUISA COUNTY

Mrs. Watkins made the Electoral Board aware of three non-contiguous areas that are attributed to Louisa County. These three areas are the result of county border discrepancies that have not been corrected to date. No action is necessary at this time.

SECRETARY’S REPORT – Mr. Koegle

Mr. Koegle discussed the possible use of New Hope Baptist Church on Old Louisa Road as a precinct for 302. The use of current precinct 102 (Living Grace Church is also being considered as a dual precinct (102 and 203). (Beth Richardson and David Koegle travelled to Living Grace Church to review the opportunity. The church does have available space for a dual use precinct location.)

BALLOT ON DEMAND PRINTING

Michael Brown, DemTech Voting Solutions, and Jay Overby, Franklin Printing, will demonstrate the use of Ballot of Demand printers during the next Logic and Accuracy Testing. Following the demonstration, a vendor will be chosen to upgrade the CAP to accept Ballot on Demand processing.

ADA COMPLIANCE

Mr. Koegle attended the ADA virtual presentation and received a precinct check list. Mr. Koegle made a motion for all precincts, once identified following redistricting, be reviewed for ADA compliance. The motion was carried by acclamation.

NEW NORTH CENTRAL REGIONAL ELECTORAL REPRESENTATIVE

Gloria Chittam was elected Regional Electoral Representative for North Central.

VICE-CHAIRMAN’S REPORT – Mrs. Wolf
RETIRED LETTERS OF APPRECIATION

Mrs. Wolf presented five letters of appreciation for signatures to be presented to Election Officers who have retired their services as Louisa County Election Officers.

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

Mr. Haymore opened the meeting to Public Comment. Mrs. Purcell asked several questions regarding redistricting and new precincts which at the current time definitive information is not available.

Mrs. Purcell also asked whether the meeting might in the future be “live streamed”, but due to the shift in meeting locations, the probability that the General Register’s Office will be relocated, and the lack of requirements, the EB meetings will not be “live streamed” at any time in the near future.

CLOSED SESSION

In accordance with Va Code 2.2-3711.19 (Security), 2.2-3711.34 SBE/EBs Voting Security and matters made confidential pursuant to 24.2-410.2 (Security of the Virginia Voter Registration System) and 23.2-625.1 (Voting Equipment Security), Mr. Koegle made a motion for the Electoral Board to go into Closed Session. The motion was carried by unanimous consent. Board acclamation 12:03p.m.

OPEN SESSION

Following the CLOSED SESSION, the Electoral Board meeting returned to Open Session at 12:24 p.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 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

CERTIFICATION OF APPROVAL MINIMUM SECURITY STANDARDS

Minimum Security Standards and Plans of Action and Milestones (POAM) were signed.

NEXT MEETING

The next scheduled meeting of the Louisa County Electoral Board has been scheduled for April 11th, 2022, 10:00 a.m.

ADJOURNMENT

Mr. Haymore made a motion for adjournment. The motion was approved by acclamation. The meeting was adjourned at 12:30 a.m.

UPCOMING DATES

ELECTORAL BOARD MEETINGS (Tentative)

April 11th, 2022

May 11th, 2022

June 21st, 2022 (Primary Election and Canvass)

July 6th, 2022

August 17th, 2022

September 14th, 2022

October 19th, 2022

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

December 7th, 2022

IMPORTANT ELECTION DATES

June 21st, 2022 – Democrat Primary

November 8th, 2022 – General Election

COUNTY HOLIDAY CLOSINGS

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