



**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

Draft Minutes of Electoral Board Meeting, April 11th, 2022

The Louisa County Electoral Board met at a regular scheduled meeting on Wednesday, April 11th, 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 – Monday, April 11th, 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 edited minutes of the March 23rd, 2022 Electoral Board Meeting as posted. The motion was approved by acclamation.

REGISTRAR'S REPORT – Mrs. Watkins

- **REDISTRICTING**
The Board of Supervisors approved the proposed Redistricting lines during the April 4th, 2022 meeting with a vote of (6-1).
- **JUNE DEMOCRATIC PRIMARY**
 - **ELECTION OFFICERS**
 - Election Officers for the June Primary are being identified. Letter will be sent on May 16th.
 - **EARLY VOTING** – begins Friday, May 6th
 - **OFFICERS OF ELECTIONS TRAINING**
 - The June Primary Training Date has been set for June 16th, (10:00 a.m. and 7:00 p.m.) at the Louisa Volunteer Fire Hall. A training presentation has been prepared.
 - **CURBSIDE SIGNAGE** – Curbside signage will be continued to be used for curbside voting.

- **PRECINCT LOCATIONS** – Precinct locations have been identified for the June Primary Election using the pre-redistricting precincts as currently, new precinct locations have not been approved by the Board of Supervisors.
- **SAME-DAY REGISTRATION** – No further information has been provided from ELECT
- **PRE-REGISTRATION FOR 16-year-olds** - No further information has been provided from ELECT
- **FOIA REQUESTS** – No FOIA requests were received this time period

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)? **Process is continuing for now.**
- **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

Having attended the April 4th Board of Supervisor's meeting, Mr. Haymore commented briefly on the redistricting update.

SECRETARY'S REPORT – Mr. Koegle

- **ADA PRECINCT REVIEW PROGRESS**
- Mr. Koegle reviewed the progress to-date on the Precinct ADA compliance and asked the Board Members for support in the upcoming Primary Election to review their assigned precincts for internal amenities compliance.
- **NEW PRECINCT PROGRESS**
The Electoral Board will use the legacy precincts for the June Primary as redistricting precincts have not been approved at this time.
- **BALLOT ON DEMAND PRINTING**
Michael Brown, DemTech Voting Solutions, and Jay Overby, Ben Franklin Printing, will demonstrate the use of Ballot of Demand printers at a date yet to be announced (late June/July 2022)

VICE-CHAIRMAN'S REPORT – Mrs. Wolf – no items to discuss

UNFINISHED BUSINESS – no items to discuss

NEW BUSINESS

- **JUNE PRIMARY BALLOTS REQUEST** – A motion was made by Mr. Koegle that 25% supply of ballots (~7,100 ballots) would be requested for the June Primary. The motion was approved by acclamation.

PUBLIC COMMENT

Mr. Haymore opened the meeting to Public Comment. Mrs. Purcell questioned why only one precinct was assigned to Mineral in redistricting. Mrs. Watkins and Mr. Haymore provided inputs for the responses.

Mrs. Davenport stated that she was having difficulty locating the posted minutes on the Electoral Board website. Mr. Haymore stated he would discuss this with Mrs. Watkins and have this corrected.

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), Mr. Koegle made a motion for the Electoral Board to go into Closed Session. The motion was carried by unanimous consent. Board acclamation 10:37a.m.

OPEN SESSION

Following the CLOSED SESSION, the Electoral Board meeting returned to Open Session at 11:45 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 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 May 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 11:48 a.m.

UPCOMING DATES

ELECTORAL BOARD MEETINGS (Tentative)

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

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