



***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

Minutes of Electoral Board Meeting, June 21st, 2022

The Louisa County Electoral Board met at a regular scheduled meeting on Tuesday, June 21st, 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 – Tuesday, June 21st, 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, The League of Women Voters of the Charlottesville Area, via telephone
- Ms. Tammy Purcell, Public Attendee, Engage Louisa, Louisa, Va.
- Teresa Atkins

APPROVAL OF MINUTES

Mr. David Koegle made a motion to dispense with the reading of the minutes and accept the edited minutes of the April 11th, 2022 Electoral Board Meeting as posted. The motion was approved by acclamation.

REGISTRAR'S REPORT – Mrs. Watkins

- **REDISTRICTING**
 - Redistricting efforts are coming to a close. ELECT should approve Louisa County's status and make current on 27 June 2022.
 - "Donut Holes/Stranglers", areas not attributed by redistricting/census, are being addressed with Orange, Fluvanna, and Goochland counties.
- **JUNE DEMOCRATIC PRIMARY**
 - Many Louisa County residents are calling the Registrar's Office regarding the Democratic Primary. Louisa County will not be conducting a primary as there are no competing candidates.
- **CENTRAL ABSENTEE PRECINCT**

- Election results by precinct will be required in the November election. Mrs. Watkins is working with Jay Overbey, Benjamin Franklin Printing to ensure the Dominion tabulators are properly programmed to properly document election results. Results will take longer to print, make election day night
- **OBSERVER TRAINING** – Scheduled for early September
- **VOTER REGISTRATION CARDS**
 - Voter Registration Cards are to be mailed on September 1st, 2020
- **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** – One FOIA request was received this time period
 - The petitioner requested the number and location of ballot drop locations, chain of custody logs for ballot drop locations, and video surveillance of 24 hour drop locations. The information was provided by Mrs. Cris Watkins.
- **NEW ELECTION OFFICER INQUIRES**
 - Residents have been inquiring for information on becoming Election Officer. The information is being provided by the Louisa County Voter Registrar.

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

SECRETARY'S REPORT – Mr. Koegle

• **ADA PRECINCT REVIEW PROGRESS**

○ Mr. Koegle traveled to the Cuckoo District to perform an ADA assessment with John Grubbs, Louisa County Building Inspector/ADA Compliance. The current Cuckoo precinct location does not meet ADA requirements.

• **BALLOT ON DEMAND PRINTING**

○ Michael Brown, DemTech Voting Solutions, and Jay Overby, 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 reported that she is working on the General Registrar's evaluation.

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

Mr. Haymore opened the meeting to Public Comment. Tammy Purcell requested further information regarding the FOIA Request referenced earlier. Mrs. Watkins provided the information.

CLOSED SESSION

In accordance with Va Code 2.2-3711.19 (Security), Mr. Koegle made a motion for the Electoral Board to go into Closed Session. The motion was carried by unanimous consent. Board acclamation 10:44 a.m.

OPEN SESSION

Following the CLOSED SESSION, the Electoral Board meeting returned to Open Session at 10:50 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

SYSTEM SECURITY PLAN - Mr. Haymore made a motion, seconded by Mrs. Jeanne Wolf, to accept and update the System Security Plan PAOM (Plan of Action and Milestones). The motion was carried by acclamation.

NEXT MEETING

The next scheduled meeting of the Louisa County Electoral Board has been scheduled for July 6th, 2022, 10:00 a.m.

ADJOURNMENT

Mr. Haymore made a motion for adjournment. The motion was approved by acclamation. The meeting was adjourned at 11:01 a.m.

UPCOMING DATES

ELECTORAL BOARD MEETINGS (Tentative)

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

November 8th, 2022 – General Election

COUNTY HOLIDAY CLOSINGS

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

FINAL