

Chesterfield County Electoral Board

Electoral Board Members

Caroline S. Emmons, Chair
Lynette P. Clements, Vice Chair
Elizabeth G. Dwyer, Secretary

Chesterfield County
Electoral Board Meeting Minutes
March 1, 2022

The following people were present:

Electoral Board: Caroline Emmons, Chair; Lynette Clements, Vice-Chair; Elizabeth Dwyer, Secretary

Registrar's Office: Constance Hargrove, Registrar; Missy Vera, Deputy Registrar

Guests: Mary Grace Boyle, League of Women Voters

Ms. Emmons, called the meeting to order at 1:00 p.m.

1. Security Review - Ms. Hargrove gave a summary of Chesterfield County's recent compliance review of the Locality Election Security Standards (LESS) (formerly known as MSS- Minimum Security Standards).

- A. This compliance review is required by the Virginia Department of Elections as a prerequisite for localities to participate in Virginia's voter registration system. The County's Information Systems Technology Department participated in the compliance review. The review results were presented to the Board in the form of a memorandum to the Department of Elections from the Board Secretary, dated March 1, 2022 (attached).
- B. A "Plan of Action of Milestones" for unmet items is due from the County by March 31, 2022.
- C. The County received a grant from the State Homeland Security Program to assist with information systems security and compliance. The County has also applied for assistance from the state Cyber Navigator Program, which assigns trained university students to localities to assist in LESS compliance.



9848 Lori Road
P. O. Box 1690
Chesterfield, VA 23832

PHONE (804) 748-1471
FAX (804) 751-0822
EMAIL registrar@chesterfield.gov
WEBSITE www.chesterfield.gov/registrar

2. Budget Request Update - Ms. Hargrove reported that the Registrar's additional budget request for a new absentee coordinator position was approved by the County administration.

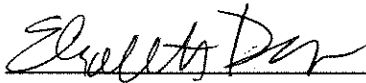
3. Registrar Resignation - The Board expressed its gratitude for Ms. Hargrove's many years of service to the citizens of Chesterfield County. Ms Hargrove previously announced her acceptance of an electoral position in Arizona, and her resignation as Chesterfield County Registrar, effective April 1.

4. Closed Session - A motion was made by Ms. Clements (seconded by Ms. Dwyer) that the Board go into closed session to discuss personnel matters. Upon unanimous vote the Board convened in closed session at 1:37 p.m. Ms. Clements moved to end the closed session (seconded by Ms. Dwyer) and the Board voted unanimously to do so at 2:35 p.m. The Board reconvened in open session and all Board members certified that the closed session was held in compliance with the law (certification attached).

5. Adjournment - On motion by Ms. Emmons the Board voted to adjourn at 2:40 p.m.

3/29/22

Approval Date



Elizabeth Dwyer, Secretary



9848 Lori Road
P. O. Box 1690
Chesterfield, VA
23832
Country

PHONE (804) 748-1471
FAX (804) 751-0822
EMAIL registrar@chesterfield.gov
WEBSITE www.chesterfield.gov/registrar

Electoral Board Closed Session Minutes

Electoral Board Closed Session

Date: 3/1/22

CLOSED SESSION

GOING IN TIME: 1:37pm

1. Upon a motion made by Electoral Board Member Lynette Clements, seconded by Electoral Board Member Elizabeth Dwyer, and passed by a vote of Electoral Board, Electoral Board went into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;"
2. Upon a motion made by Electoral Board Member Lynette Clements, seconded by Electoral Board Member Elizabeth Dwyer and passed by vote of the Electoral Board, Electoral Board reconvened in open session.


COMING OUT TIME: 2:35

CERTIFICATION

1. Upon a motion made by Electoral Board Member Lynette Clements seconded by Electoral Board Member Elizabeth Dwyer and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

ROLL CALL VOTE:

Chair Emmons : yes
 Vice Chair Clements : yes
 Secretary Dwyer : yes


 Chair signature

3/1/22
 Date

Selected Code of Virginia Sections that Electoral Boards may cite for going into closed session:

§ 2.2-3711(A)(1): Personnel. Provides an exemption for:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body ...

Use this exemption to prepare your General Registrar's annual performance evaluation and to discuss appointment and performance of officers of election.

§ 2.2-3711(A)(4): Privacy. Provides an exemption for:

The protection of the privacy of individuals in personal matters not related to public business.

§ 2.2-3711(A)(7): Legal advice. Provides an exemption for:

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

§ 2.2-3711(A)(29): Contracts. Provides an exemption for:

Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Use this exemption to discuss the details of your contract with a vendor to acquire new voting equipment.

§ 2.2-3711 (A)(35). Security. Provides an exemption for:

Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

Use this exemption to prepare and revise your locality's security plan.

Excerpted from FOIA Council website:

http://foiacouncil.dls.virginia.gov/2014_workshopmaterials.htm