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<b>Chesterfield County Electoral Board</b>	<b>Electoral Board Members</b>
	Caroline S. Emmons, Chair Lynette P. Clements, Vice Chair Elizabeth G. Dwyer, Secretary

Electoral Board Meeting Minutes  
May 12, 2022

The following persons were present:

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

Registrar's Office: Missy Vera

- 1. Opening:** Ms. Emmons called the meeting to order at 9:03 a.m.
- 2. Minutes:** The minutes from April 14, 2022, were approved as submitted.
- 3. Elections Officer Database:** EasyVote is a company that Chesterfield employs to maintain a data base of Elections Officers ("EO"). Approximately .1% of EO data was exposed on the internet from the database maintained by EasyVote. EasyVote has informed all who were affected. The Registrar's Office ("RO") will limit information maintained on this database and will report any additional findings about this matter to the Board.
- 4. Staffing Update:**
  1. Absentee Ballot Coordinator - applicants have been interviewed for this position and the RO expects to fill the position soon.
  2. Senior Assistant Registrar - this position is vacant due to retirement. Recruitment efforts are in process.
- 5. Redistricting Update:**



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P. O. Box 1690  
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1. Magisterial Districts and precincts have been approved by Board of Supervisors and the Attorney General.
2. The Virginia Department of Elections is in the process of updating voter registration data and systems. The RO will mail voter registration cards as soon as possible after the state completes its work.
3. Precincts - there are now 87 precincts in Chesterfield (6 added this year). There are two split precincts.
4. Early voting begins Sept. 23.

**6. Cyber Navigator Program:** The RO will participate in this program that assigns college interns to localities during the summer to provide additional technology personnel. The interns will work under the supervision of County technology department (“ITS”) to address cyber security goals previously identified by ITS. Ms. Clements will meet with the interns to review Electoral Board (“EB”) matters

**7. Election Preparation:** The RO is preparing to comply with the new legislative mandate to report all results by precinct - including early in-person and mail voting (which do not take place at precincts). The ExpressVote option (which is currently used for some voters at precincts) would reduce error and time at all in-person voting locations. The RO will ask the county’s Communications Department to develop an educational video to explain and demonstrates the ExpressVote process. Other educational efforts were discussed.

**8. Security:** The Board discussed security issues and the need to expedite physical security improvements at the main office and warehouse locations. Ms. Clements has spoken with County security personnel to express the EB’s concerns and learn what security improvements are being planned by the County. Ms. Emmons will follow-up with County officials. Ms. Dwyer will contact law enforcement officials to discuss security issues and possibly arrange a meeting the EB. It was agreed that the EB should identify in advance specific issues to discuss with law enforcement. The Board determined that it will follow-up with county officials to promote expeditious and continuous security improvements.

**9. Closed Session:** Upon a motion made by Ms. Clements, seconded by Ms. Emmons and passed by unanimous vote, the Board went into closed session at 11:14 am for the purpose of discussing prospective candidates for employment. Upon a motion made by Ms. Clements and seconded by Ms. Dwyer as passed by unanimous vote, the Board reconvened in open session at 11:30. The Board certified that the closed session was held in accordance with law (certification attached).



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10. **Next Meetings:** June 9 at 10:00; July 14; August 25 at 10:00.

11. **Adjournment** - On a motion made by Ms. Dwyer and unanimous vote of the Board, the meeting was adjourned at 11:31.

7/14/2022  
Date Approved



Elizabeth Dwyer, Secretary



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## Electoral Board Closed Session Minutes

Electoral Board Closed Session

Date: 5/12/22

### CLOSED SESSION

GOING IN TIME: 11:03

1. Upon a motion made by Electoral Board Member Clements, seconded by Electoral Board Member Emmons, 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 Clements, seconded by Electoral Board Member Dwyer, and passed by vote of the Electoral Board, Electoral Board reconvened in open session.

COMING OUT TIME: 11:32AM

### CERTIFICATION

1. Upon a motion made by Electoral Board Member Clements, seconded by Electoral Board Member 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: aye  
Vice Chair Clements: aye  
Secretary Dwyer: aye

  
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Chair signature

5/25/22 (corrected  
Date 5/12/22)