
Chesterfield County Electoral Board	Electoral Board Members
	Caroline S. Emmons, Chair
	Lynette P. Clements, Vice Chair

Electoral Board Meeting Minutes

July 14, 2022, 10:00 a.m.

The following people were present:

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

Registrar's Office: Leslie Forman
Guests: Jerri Cowan, Dorothy Jaeckle, Steve Elswick, John Kwapisz

1. Opening: Ms. Emmons called the meeting to order at 10:02.
2. Board Member Resignation: Ms. Dwyer announced that she is resigning from the Board, effective July 15.
3. Minutes: The meeting minutes from May 12, 2022, and June 9, 2022, were approved unanimously, as presented.
4. Registrar Staffing Update: Ms. Emmons will contact County officials to determine how to communicate the Board's decision to appoint a new registrar. There are currently four vacant positions in the Registrar's Office (RO): AB coordinator, absentee manager, deputy registrar, and assistant registrar. The RO is actively engaged in the hiring process for all positions.
5. Special Election: A court order was issued on 6/15/22 setting the special election for Midlothian Supervisor. Three candidates have filed papers in the RO to run for that office. The deadline for filing is August 19, 2022, by 5:00 pm.
6. 2022 Changes to Virginia Election Laws: a webinar was held by the Virginia Department of Elections (ELECT) on July 13. Board members who attended the webinar highlighted the following issues for further review: L&A audits, virtual meetings policy, same day registration, and management of additional provisional ballots.



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

7. Redistricting Update: A. Chesterfield County's VERIS status is now listed as "current," not "pending." RO staff have worked mightily and successfully to upgrade our status. B. By September, ELECT will send out a voter notice to inform voters of precinct changes made as a result of redistricting. C. On July 7, Ms. Clements attended a meeting called by Supervisor Chris Winslow on behalf of the Virginia Association of Counties, to discuss changes to the Virginia Code. Mr. Mincks (a subject matter expert) spoke about the proposal to add neighborhood boundaries to the list of attributes that can be used to define voting district boundaries. Current law permits only physical boundaries, such as roads and rivers, to define district boundaries. This has resulted in neighborhoods being split between different districts. The working group decided to draft legislation for further consideration.

8. Cyber Navigator Program: The RO has supported the work of university interns this summer, who studied and drafted a proposal to address County responses to electoral incidents. Their work will be the subject of a tabletop exercise on Monday, July 18 from 3-5 p.m. Other County departments will participate, including the Fire, Emergency Services, and Information Technology Departments. On August 4, at 3:00 the interns will present a summary of their findings. Portions of the presentation will be made in closed session for security reasons.

9. Officer of Election Appointments: Board unanimously approved the list of Officers of Election dated July 14, 2022 (Attachment A).

10. Chief and Deputy Recruitment: Ms. Clements conducted a focus group of experienced chiefs and deputies, which resulted in a list of suggestions for encouraging elections officers to assume leadership positions in the precincts. The Board discussed several issues that were highlighted in the focus groups and during calls other Board members made to current deputies: security in the precincts, de-escalating disputes, and training, including law changes and hands-on training. The RO continues to be interested in developing training modules, including video training. The County Communications Department filmed one video, but additional education and training materials are needed, and the capacity of that department seems to be limited. Ms. Emmons will confer with the registrar and initiate appropriate contact with County officials to either obtain training materials asap or revisit the employment of a contractor (Electsure) to develop those materials.



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

11. ImpactMakers Update: This initiative, to conduct a review of the RO's business operations, has been ongoing this summer. A report of their findings will be delivered within the next few weeks.

12. Reporting by Precinct: The Board was presented with two technology options for complying with the new report-by-precinct requirement during the early voting period: ExpressVote or Ballots on Demand. Upon a motion by Ms. Clements and seconded by Ms. Emmons, the Board unanimously voted to concur with the RO recommendation and employ the Ballot on Demand option during 2022 early voting period.

13. Important Dates: August Meetings: August 4 (Cyber Navigator presentation), and August 25 at 10 am (August Board meeting). L&A Testing: September 12 (L&A testing for CAP and early voting), and October 3 (L&A testing for precincts).

14. Closed Session: Upon a motion made by Ms. Clements, seconded by Ms. Dwyer and passed unanimously, the Board went into closed session for the purpose of discussing personnel issues at 12:15. Upon a motion made by Ms. Emmons and seconded by Ms. Dwyer and passed by unanimous vote, the Board reconvened in open session at 12:25 and certified that the closed session was held in accordance with law (Attachment B).

15. Adjournment: By unanimous vote, the Board adjourned the meeting at 12:30.

Aug 4, 2022
Date Approved

Lynette P. Clements
Secretary (acting)



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

Attachment A
EOD 7/14/22

Electoral Board Meeting
Candidates for Officer of Election

14-Jul-22

Name	Party	Home Precinct
Adams, Thomas	U	Magnolia
Bottone, John Francis	D	Birkdale
Campbell, Christina	D	Cosby
Carpenter, Karyn	D	Harbour Pointe
Chalfant, Charles Edward	U	Matoaca
Clark, Karen	U	RVA
Darling, Sharon Kay	D	Reams
Doyle, Alice	D	Woolridge North
Duncan, Dorothy Lorraine	D	Dutch Gap
Elam, Alethia	D	Salem Church
Froelich, Deborah	D	Black Heath
Goodwin-Guss, Diane M	U	Midlothian
Gorden, Maria	U	North Chester
Harriman, Sarah	U	Brandermill
Herndon, Katharine	D	Genito
Hudson, Kristin	D	Salisbury
James, Joseph	U	Southside
Jefferson, Sherise	D	Swift Creek
Johnston, Sheila	D	Nash
Jones, Amaya	D	Ettrick
Jones, Chelsea	D	Magnolia
Knorr, Karen	D	Robious
Knorr, Lawrence	D	Robious
Koebly, Sean	U	Shenandoah
Lofchie, Ryann	D	Bon Air
McClellan, Stanley	U	Beach
Mello, Niki	U	Brandermill
Middleton, Chris	D	Jacobs
Moore, Robert W	U	Ecoff
Moore-Turner, Ebony	U	Dry Creek
Mowery, Sally	U	Providence
Myer, Cynthia	U	RVA
Purtell, Jessie	D	Edgewater
Rose, Mara	D	Nash
Strakele, Heather	U	Robious
Sullivan, Michael	U	Greenfield
Thompson, Eric	U	Jacobs
Town, Andrew	D	Bon Air
Travis, Pamela	D	Enon

Electoral Board Closed Session Minutes

Electoral Board Closed Session

Date: 7/14/22

CLOSED SESSION

GOING IN

TIME:

12:15^{ce}

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

COMING OUT TIME:

12:25^{ce}

CERTIFICATION

1. Upon a motion made by Electoral Board Member Emmons, 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

Whiteman
Chair signature

7/14/22
Date

