

Madison County Electoral Board Minutes of February 7, 2024 Meeting

Chairman Jim Smith called the meeting to order at 1:00 pm. Present were Smith, Vice Chairman Mike Sharman, Secretary Bryan Mitchell, and General Registrar Lauren Eanes.

There was one observer from the public, Annette Hyde, who had no comments at the beginning of the meeting.

There were three additions to the agenda: (1) a report from Sharman and Mitchell on the recent "Boot Camp" training for Board members; (2) a discussion of the 2024 Locality Election Security Standards (LESS) Required Reporting; and (3) a status report on legislation pending in the General Assembly.

The Board approved the Minutes of its meetings on January 4 and January 12, 2024.

OLD BUSINESS

HART software status update: the Registrar reported that Hart proposes to install updated (2.7) software on April 11. Mitchell moved that the Board approve the installation of the updated software on April 11, pending receipt of written assurance that the updated software is certified by the State Board of Elections. Sharman seconded, and the motion was adopted unanimously. In a brief discussion of the current software, Board members and the Registrar noted that, while HART offered no written assurance that there had been no problems, there is no indication of any tabulation issues in the elections for which the current software has been in use but there are no assurances that a tabulation issue has not occurred.

Custody of voting machines: Smith moved and Mitchell seconded that

Charles Moncrief be formally designated as Equipment Custodian for a four-year term coinciding with the current term of the Registrar. The motion was adopted unanimously. (§ 24.2-632. Voting equipment custodians)

Report on Logic and Accuracy Testing of voting machines: testing on January 12 showed no problems with the voting machines. L&A testing for poll pads is scheduled for March 4.

NEW BUSINESS

Boot Camp report: Sharman and Mitchell brought two items from the training to the Board's attention. **First** was the need for a plan at each precinct that sets out procedures to follow in the event of an emergency. The Registrar reported that such written plans do exist at each polling place, but that there is no process to ensure that election officials are aware of those plans. The Board concluded that the Assistant Chief at each precinct should be made responsible for briefing the other election officials on the emergency plan first thing on Election Day.

Second was the need to ensure that the Board is paying the market rate fee for use of each privately owned polling place. State law prohibits the Board from accepting gifts, and paying less than market rate would constitute such a gift. The Registrar indicated she would confirm that the Board is paying market rate at each polling place.

General Assembly update: Smith led a discussion of House Bill 1408, which would require the Department of Elections to establish standards for the minimum number of satellite offices in each county and city. The Board expressed its concern that any such standards should not impose unnecessary burdens on Madison County.

Presidential Primary early voting: the Registrar reported that early voting turnout has been very low. The Board noted that there is effectively no serious competition in either party primary. In a subsequent discussion on the **number of ballots** to order for March 5th, Smith moved and Sharman

seconded that the Registrar should order 1,500 Republican primary ballots and 1,000 Democratic primary ballots. The motion passed unanimously.

Appointment of Election Officials: the Registrar presented a list of 50 individuals who are seeking appointment or reappointment for a three-year term as an Election Official. The Registrar noted that each of the fifty had completed the necessary paperwork. Mitchell moved and Sharman seconded that the Board approve all 50 individuals. The motion passed unanimously [a list of the 50 individuals appears at the end of these minutes].* **Election Official precinct assignments** for the March 5 Presidential Primary were deferred; the Board scheduled a special meeting for February 22nd to make those assignments.

Election Official training: the Board discussed the need for additional training for Chiefs and Assistant Chiefs. The Board agreed that such training would be voluntary, would take place before the June primary, and would be open to any Election Official.

Locality Election Security Standards (LESS): The Board agreed that the Registrar and the Equipment Custodian would complete the questionnaire due to the State by March 1st and Chairman Smith would attend. The Board also noted that the Board is responsible for preparing and submitting by April 1st a remediation plan for any deficiencies identified in the questionnaire.

Madison County Budget: The Registrar indicated that the presentation of the Electoral Board and Registrar's budgets will go to the Board of Supervisors on March 7. Chairman Smith noted that the County has been conducting a comparative salary study, and the Registrar said she had just received a copy of that study. During the discussion of that study Chairman Smith said he had asked the Registrar to get the entire Registrar's budgets from the counties used in the compensation study. He said he believes that information will clearly show the effectiveness and efficiency of the Madison Registrar's office, and that such information should be a part of the budget presentation to the Board of Supervisors. Board members affirmed their

full support for the Registrar and her office, and they left the budget presentation to the discretion of the Chairman and the Registrar.

Public Comment: Annette Hyde spoke to the question of training of Election Officials. She noted that some people learn visually, some learn aurally, and some learn by doing. She urged the Board to incorporate all three methods in its training.

Next meeting: February 22, 2024 at 1:00 pm

Signed:

Secretary

*Approved Election Officials:

Shirley Ammon, Mary Deborah Ball, Sharon Bauer, Kathleen Beauchamp, James Bernat, Diane Bolduc-Wilson, Robin Breckenridge, Robin Brown, Jeanne Bruton, Constance Chamberlin, Karen Coppage, Chuck Farmer, Debi Flynn, Yvonne Franklin, Robert Gausman, Christina Goldizen, Kasey Griffin, Jennifer Hardy, Wanda Holly, Charlene Isner, Christina Jenkins, Kim Johnson-Smith, Carl Kerby, Laura King-Davis, Danielle Krumholz, Heidi Kulp, Jackson Kulp, Christopher Lattin, Ronda Lewis, David Liebler, Clare Lillard, Loran Lillard, Carolyn Moore, Sandra Nowell, Patricia O'Bannon, Kate Rakowski, Richard Reichard, Rebeca Sanchez-Burr, Carol Shirey, Carolyn Smith, Ellen Strayer, Cassandra Utz, Fay Utz, Molly Walters, Mary Anne Walthall, Kathryn Weakley, Julie Wilcox, Walter Wilson, Barbara Wood, and Donna Yowell