

NELSON COUNTY ELECTORAL BOARD

Meeting Minutes
December 15, 2022

I. **Call to order**

Chairwoman Linda Hughes called to order the regular meeting of the Nelson County Electoral Board at 10:04 am on December 15, 2022 at the Office of the Registrar.

II. **Roll call**

Chairwoman Hughes conducted a roll call. Present: Linda Hughes, Chairwoman; Armand Thieblot, Vice Chairman; Susan Greene, Secretary; and Jacqueline Britt, Director of Elections.

III. **Reading and Approval of minutes from the previous meeting**

Secretary Greene moved to approve the minutes from November 14, 2022 as amended. Vice Chairman Thieblot seconded the motion and it was unanimously approved by the Board.

IV. **Recognition of Any Visitors**

There were no visitors present at the meeting.

V. **Report of Registrar**

- A. **November 2022 Election-** All Election materials were transported to the Clerk's office.
- B. **Budgets-** The Registrar's Office is preparing the budgets for The Electoral Board and Office of the Registrar.
- C. **Candidate Materials-** The Registrar's Office is compiling candidate packets for the 2023 election.
- D. **Central Absentee Precinct (CAP)-** The Nelson County Board of Supervisors will hold a public hearing on February 14, 2023 regarding the proposed ordinance to change the CAP location from the Nelson Memorial Library to the Nelson County Voter Registration office.
- E. **Electoral Board Membership-** Chairwoman Hughes's term will end on December 31, 2022, and the Registrar and Board members thanked her for her service. A Court Order has been received appointing William Smith as a new member of the Nelson County Electoral Board, effective January 1, 2023.

VI. **Thank you letter for Roseland Page**

A thank you letter to Matthew Drumheller, who served as an Election Page at the Roseland Precinct during the November 2022 General Election, was drafted and signed by the Electoral Board. Mr. Drumheller worked under the supervision of the Chief Officer of Election at Roseland to assist with a variety of tasks.

VII. Closed Session to discuss Personnel

At 10:18 am Chairwoman Hughes moved that the Electoral Board go into closed session pursuant to State Code Section 2.2-3711-(A) for the purpose of discussing issues related to personnel, and that the Director of Elections be allowed to remain in the room. Secretary Greene seconded the motion and it was unanimously approved by the Board. The Board went into executive session at 10:18 am.

At 11:05 am Chairwoman Hughes moved that the Electoral Board return to public session and certify that only business matters lawfully exempt from open meeting requirements by Virginia Law, and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered. The motion was seconded by Vice Chairman Thieblot and unanimously approved by the Board, and a roll call was taken. The Board re-convened in open session at 11:05am.

VIII. New Business

A. Ballot on Demand Printer- Chairwoman Hughes moved to cancel the order for a ballot-on-demand printer and to continue ordering pre-printed ballots. The motion was seconded by Vice Chairman Thieblot and unanimously approved by the Board.

B. Officer of Election Salary- Vice Chairman Thieblot moved to authorize an increase in the salaries of Nelson County Officers of Election to the average of the known compensation of other localities. The motion was seconded by Secretary Greene and unanimously approved by the Board.

C. Registrar's Office Staff- Chairwoman Hughes moved to add an additional deputy as Chief Deputy to the staff of the Nelson County Office of the Registrar. Vice Chairman Thieblot seconded the motion and it was unanimously approved by the Board

IX. Adjournment

At 11:10 am, Chairman Hughes moved that the meeting be adjourned. The next two Electoral Board meetings are scheduled for Tuesday, January 24, at 10:00 am and Wednesday, Feb 1, at 10:00 am. Both meetings are to be held at the Nelson County Office of the Registrar.

Approved: January 24, 2023

