

## NELSON COUNTY ELECTORAL BOARD

Meeting Minutes

January 24, 2023

### I. **Call to order**

Vice Chairman Thieblot called to order the regular meeting of the Nelson County Electoral Board at 10:00 am on January 24, 2023 at the Office of the Registrar.

### II. **Roll call**

Secretary Greene conducted a roll call. Present: Armand Thieblot, Vice Chairman; Susan Greene, Secretary; William Smith, newly appointed Board member and Jacqueline Britt, Director of Elections.

### III. **Reorganization of the Board**

Per the Code of Virginia, the Chairperson and the Secretary of the Electoral Board must represent different political parties, unless the position is declined. Secretary Greene moved that the Board appoint Armand Thieblot as Chairman. William Smith seconded the motion, and it was unanimously approved by the Board. Chairman Thieblot moved that the Board appoint Susan Greene as Secretary. William Smith seconded the motion and it was unanimously approved by the Board. Secretary Greene moved that the Board appoint William Smith as Vice Chairman. Chairman Thieblot seconded the motion and it was unanimously approved by the Board.

### IV. **Reading and Approval of minutes from the previous meeting**

Chairman Thieblot moved to approve the minutes from December 15, 2022 as presented. Secretary Greene seconded the motion and it was unanimously approved by the Board.

### V. **Recognition of Any Visitors**

There were no visitors present at the meeting.

### VI. **Report of Registrar**

- A. November 2022 Election-** All Election materials were transported to the Clerk's office for the mandated period of time, and cast vote records are available.
- B. Budgets-** The Registrar's Office submitted the budgets for The Electoral Board and Office of the Registrar to the Nelson County Board of Supervisors. The budget includes adding an additional deputy as Chief Deputy to the staff of the Nelson County Office of the Registrar. It also includes increasing the salaries of Nelson County Officers of Election to the average of the known compensation of other localities.
- C. Candidate Materials-** The Registrar's Office compiled packets for all candidates who will be running for office in 2023.
- 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. **Cyber Security Training-** The Registrar's Office will be participating in a Cyber Security Training.
- F. **Electronic Pollbook Report-** DemTech will provide additional training on the Electronic Pollbooks in February. The Registrar has canceled the order for the ballot on demand printer in exchange for keyboards for the tablets.

**VII. New Business**

- A. **VEBA Conference March 25-27, 2023-** Vice Chairman Smith and Jacqueline Britt, Director of Elections will attend the conference in Roanoke, VA.
- B. **ELECT Annual Uniformity Training July 20, 2023-** As part of serving his first year on the Electoral Board, Vice Chairman Smith will be attending the ELECT training in Richmond, VA.
- C. **June 2023 Primary-** A Democratic Primary will be held on June 20, 2023 to select candidates for the State Senate and the House of Delegates to run in the November 2023 Election.

**VIII. Closed Session to Discuss Personnel and Local Election Security Standards (LESS)**

At 10:26 am Chairman Thieblot moved that the Electoral Board go into closed session pursuant to State Code Section 2.2-3711-(A) and (A) (35) for the purpose of discussing issues related to personnel and security, and that the Director of Elections be allowed to remain in the room. Vice Chairman Smith seconded the motion and it was unanimously approved by the Board. The Board went into executive session at 10:26 am.

At 10:42 am Chairman Thieblot 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 Smith and unanimously approved by the Board, and Secretary Greene conducted a certifying roll call after the Board re-convened in open session at 10:42am.

**IX. Adjourn**

At 10:46 am, Chairman Thieblot moved that the meeting be adjourned. The next Electoral Board meeting is scheduled for Wednesday, February 1, 2023, at 10:00 am at the Nelson County Office of the Registrar.

**Approved:** February 1, 2023