

## **NELSON COUNTY ELECTORAL BOARD**

Meeting Minutes

July 18, 2023

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

Chairman Armand Thieblot called to order the regular meeting of the Nelson County Electoral Board at 10:00 am at the Office of the Registrar.

### **II. Roll call**

Secretary Greene conducted a roll call. Present: Armand Thieblot, Chairman; William Smith Vice Chairman; Susan Greene, Secretary; Jacqueline Britt, Director of Elections; and Jackie Harris, Chief Deputy Registrar.

### **III. Recognition of Any Visitors**

- Anne Landry from Nellysford was present.
- Johanna Marusic from Nelson County was present.

Chairman Thieblot opened the floor for public comment and Anne Landry addressed the Board.

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

Secretary Greene moved to approve the minutes from June 23, 2023 as presented. Chairman Thieblot seconded the motion and it was unanimously approved by the Board.

### **V. Reports of Electoral Board Officers**

There were no new reports from Electoral Board members.

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

- All records from the June 2023 Primary have been finalized.
- Jackie Harris has been hired to the position of Chief Deputy Registrar.
- All three staff members of the Office of the Registrar have completed their National Certification.

### **VII. Old Business**

#### **A. ELECT training**

The registrar supplied Board members with the link to ELECT's webinar on 2023 Legislative Changes. The course is required for Electoral Board members in their first year.

#### **A. Training for Registrars**

All three staff members of the Registrar's Office will attend training in Midlothian on July 20. The Office of the Registrar will be staffed and remain open on the 20<sup>th</sup>.

**B. Machine Demo/Training**

There will be a machine demo/training for Electoral Board members and Officers of Election on August 9, 2023 at 10:00 am at the Nelson County Courthouse.

**New Business**

**A. Revised absentee Envelopes**

In accordance with VA law, a workgroup at the Department of Elections consisting of registrars and ELECT staff have revised absentee ballot envelopes to make them more user friendly. The envelopes will no longer require a witness signature, but will require the voter's signature and the last four digits of their social security number. The Registrar has ordered a supply of the newly designed envelopes for the November 2023 election.

**B. Electoral Board scheduling for November 2023 Election**

All meetings will be held at the office of the Registrar:

Monday, November 6, 2023, 11:00 am to certify absentee ballots

Wednesday, November 8, 2023, 10:30 am to begin canvassing the election

Monday, November 13, 2023 3:00 pm to finalize the canvass of the election

**C. Delegation of responsibilities for the November 2023 Election**

The Chief Deputy reviewed a list of responsibilities for the November 2023 election to be assigned to the Electoral Board, the Registrar's Office, both the Electoral Board and Registrar, or either one. The Board reviewed the tasks and designated them accordingly.

**D. VRAV Annual meeting**

The annual VRAV meeting will be held July 31-August 2, and all three staff members of the Registrar's Office will attend. The Office of the Registrar will be staffed and remain open during this time.

**VIII. Security Plan Review and General Registrar Evaluation**

At 10:31 am Chairman Thieblot moved that the Electoral Board go into closed session pursuant to State Code Section 2.2-3711-(A) (1) and (A) (35) for the purpose of discussing issues related to personnel and security and that the Director of Elections remain in the room. Secretary Greene seconded the motion and it was unanimously approved by the Board. The Board went into executive session at 10:31 am.

At 11:02 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 Secretary Greene and unanimously approved by the Board, and Secretary Greene conducted a certifying roll call after the Board re-convened in open session at 11:03 am.

**IX. Good of the Order**

No other business was presented.

**X. Adjournment**

At 11:04 Chairman Thieblot moved to adjourn the meeting. Secretary Greene seconded the motion and it was unanimously approved by the Board. The next meeting will be held on September 12, 10:00 am at the Old Board of Supervisors Room located in the Courthouse at 84 Courthouse Sq., Lovington, VA.

**Approved:** September 12, 2023