

Buckingham County Electoral Board Minutes
Buckingham County Agricultural Multipurpose Room
January 16, 2024 @ 10:00am

The meeting was called to order at 10:00 am by Dr. Karen Cerwinski, Chairwoman.

The invocation and pledge was led by Sandy Banks-Bertwell, Vice Chairwoman.

The adoption of the agenda was called for by the chairwoman. The secretary asked to change the placement of the public comment to better facilitate the public comment speakers.

Motion: To move the placement of Public Comment on the agenda to before the Closed Session was made by Woody Hanes, seconded by Sandy Banks. Motion carried.

Motion: To add Restocking of the Election Day cages to the agenda as #2 under board action items was made by Woody Hanes, seconded by Sandy Banks and motion carried.

It was noted by the chairwoman that the date of the next meeting needs to be changed on the agenda to be February 6 because the code requires the electoral board to reappoint officers of election the first week of February.

Motion: To adopt the agenda as amended was made by Woody Hanes, seconded by Sandy Banks and motion carried.

Motion: To approve the minutes of the November 21, 2023 meeting was made by Sandy Banks, seconded by Woody Hanes and motion carried.

The General Registrar provided a report on the following:

- Early voting for the dual primary starts January 19, 2024 and will occur in the office of registrar utilizing office staff and 1-2 officers of election.
- L & A testing of the voting machines was conducted on January 15, 2024 in the basement with all electoral board members and a party representative present.
- Budget preparation will begin in February with information provided by the county administrator. Kevin Hicks, finance director for the county has resigned.
- Discussion of the need for a land line in each precinct for Election Day was addressed. She asked each board member to notify her of precincts that do not have a phone line. Cell phones, laptops, and the internet should not be used.
- All officers of election are up for reappointment in February.
- March Dual primary ordered 22,000 ballots as recommended by ELECT
- Chief File Boxes will be available beginning with the March primary to improve availability/understanding of necessary forms and documents needed on ED
- Officers of Elections recruitment discussed and marketing materials and applications distributed to the board

- Training schedule announced. February 13, 2024 and February 17, 2024. Chiefs, Assistant Chiefs, and Administrators training will be a separate date. This training will be required.
- Office staffing update: Currently have two office positions advertised. Deputy Registrar and Assistant Deputy registrar. Tony Moss will be leaving in March. We will be adopting the county's inclement weather policy for office late openings and closures. The board will be adopting this as well.

Board Action Items

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- 1) Report on the Hot wash/debriefing on January 13, 2024
 - Six of the ten precincts were represented
 - Two hours of discussion- each person shared their thoughts and discussed their individual situations. Common themes were identified. Those needs included more training with hands on opening and closing of the voting machine. They shared how well their team worked together and their willingness to return to serve as an OE.
 - 2)The Electoral Board will be restocking the cages prior to the March election due to the shortage of staffing in the office. The date will be coordinated with the board and Lyn Hill. Tentatively set for January 30th. Delivery of the cages to the precincts will be February 30, 2024.

Public Comment

- Maggie Snoddy

Motion: To go into closed session per Code 2.2-3711(A).1 for the purpose of discussion of Personnel matters and Code 2.2-3711(A).6 Financial Matters.

Vote: Ayes-3- Dr. Cerwinski, Woody Hanes, Sandy Banks Motion carried
Board asked Ginger Chiesa, General Registrar to stay for the closed session.

Closed session began at 11:45am

Motion: by Woody Hanes, seconded by Sandy Banks-Bertwell to certify:
Buckingham County Electoral Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

Vote: Ayes-3- Dr. Cerwinski, Sandy Banks-Bertwell, and Woody Hanes

Absent During Vote: 0

Present in closed session: Ginger Chiesa, General Registrar, and interviewed Joyce Gooden.

2:15pm-Back in Open Session

Motion: To allow the registrar to make the Assistant Deputy Registrar position full-time and hire two part-time seasonal staff was made by Woody Hanes ,seconded by Sandy Banks , motion carried.

Date, time, and place of next meeting: February 6, 2024 at 10:00am in the Buckingham County Agricultural Center Multipurpose Room

Respectively submitted,
Woody Hanes, Secretary
Buckingham County Electoral Board

Updated: 2/05/2024