

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

The meeting was called to order at 10:01 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.

**Motion:** To adopt the agenda was made by Sandy Banks-Bertwell, Vice Chairwoman, seconded by Woody Hanes, Secretary and motion carried.

**Motion :** To approve the minutes of Mar 12, 2024 as presented was made by Woody Hanes, Secretary, seconded by Sandy Banks-Bertwell, Vice Chairwoman, and motion carried.

The General Registrar/Director of Elections provided a report on the following:

- Early Voting begins on Friday, May 3rd, and will be held in the General Registrar's office.
- May 28th is the last day to register to vote or change your voter registration.
- June 7th is the last day to request an absentee ballot.
- Saturday early voting is on June 8 & 15th with the 15th being the last day to vote early.
- We are fortunate to offer a Presentation/Training on "Safety in the Polling Place" conducted by one of our own OE's Frank Howe . Date to be announced, possibly 6/5.
- L & A testing on the voting equipment will be April 30th. Both party chairs have been notified.
- Electoral Board Advisory from ELECT was distributed to the board regarding the Juneteenth Federal Holiday occurring the first day of Canvassing after the election. The date for Canvassing to begin will be Thursday June 20th at 9:00am..
- Update on the County Budget-Last night April 15th was a Public Hearing on the Budget and the final adoption will be April 22nd. The General Registrar requested a line item for security in all precincts.
- Risk Management in regards to Liability Insurance at Precincts. GR is working with the County Attorney and is asking the Electoral Board to also help with evaluating their assigned precincts.
- New OE application for the board to consider in Closed Session. If approved, that will bring us to a total of 47 OE's. Flyers were presented to the board to hand out and GR is asking party chairs to help in recruiting, and posting flyers. Cards will be printed to distribute at the precincts and to the board with contact information regarding OE application.
- Visit to Mr. Peede's Government class at Buckingham County High School to inform them that students who will be 18 yo by November 5th to consider becoming an OE and serve both in the Primary and the November General Election. Also shared about a career path for GR Office. Distributed several voter registration applications as well as

OE applications. An additional faculty member invited her to return for another class visit at a later date.

- Office Staff update: Tony Moss will be leaving 6 candidates interviewed. Decision within the week on his replacement.
- Voter registration applications are increasing- getting about 4 applications /day. She mentioned an OE is doing a voter registration drive at the school.

Report of the March Hotwash/Debriefing by Dr. Karen Cerwinski

- Three quarters of the precincts had representation.
- Increased attendance with a good turnout
- Great exchange of ideas from the precincts re:solutions to problems that were presented.
- Still working with precincts to resolve problems with re:phone line and other issues
- Extra signage was ordered for the precincts based on voter requests.

Report from the VEBA Convention by Woody Hanes

- Buckingham County is classified in the Small County Division based on our voter population.
- Buckingham is in the Southern District of Virginia. The district elected a new chair, Paul Kitchen, Electoral Board Chair in Floyd county.
- Small Group sessions were very good. Great suggestions on OE recruitment. Comparative OE salaries, training payments and incentives discussed. Session on Voting machines was very informative. The federal elections have upgraded their software to 2.0 and Virginia has stated that they will not require the upgrade but will continue to certify our current machines. Several county board members shared that they have a capital outlay plan in their county budget for when that requirement for upgraded equipment is mandated.
- National Poll Worker Day is August 1st. We need to recognize our poll workers.
- Report from the State Commissioner, Susan Beal was informative. Her office is working closely with 41 other states regarding voter registration of persons moving in our state and updating the master death files working with VA Dept of Health.

Public Comment: The following persons spoke:

- Maggie Snoddy, District 5

**Motion:** by Woody Hanes, seconded by Sandy Banks-Bertwell to go into closed session per Code 2.2-3711(A).1 for the purpose of discussion of Personnel matters and Code 2.2-37711(A). 6 Financial matters.

Vote: Ayes-3- Dr. Karen Cerwinski, Woody Hanes, Sandy Banks-Bertwell Motion carried

Absent during Vote: -0-

Board asked Ginger Chiesa to stay for a closed session.

**Closed session at 10:26am.**

**Motion:** by Sandy Banks- Bertwell, seconded by Woody Hanes 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. Karen Cerwinski , Woody Hanes , Sandy Banks-Bertwell  
Absent During Vote:-0-  
Present in closed session: Ginger Chiesa, General Registrar.

### **12:03 pm-Back in Open Session**

**Motion:** by Woody Hanes , seconded by Sandy Banks-Bertwell to approve the application of Sue E. Jones and appoint her as an Officer of election for a one (1) year term. Motion carried  
Vote: Ayes-3-  
Absent: -0-

**Motion:** by Dr. Karen Cerwinski, seconded by Woody Hanes to schedule the training for the Chiefs, Asst Chiefs, and Admin with mock training on June 1, 2024. Motion carried.

**Motion:** by Woody Hanes , seconded by Sandy Banks-Bertwell to schedule the Safety/ Security presentation and training by Frank Howe for June 5th with place to be determined. Motion carried.

**Motion:** by Woody Hanes , seconded by Sandy Banks-Bertwell to begin Canvassing on Jun 20, 2024 at 9:00am in the office basement since June 19th (Juneteenth) is a federal holiday. Motion carried.

**Motion:** by Sandy Banks , seconded by Woody Hanes to adjourn the meeting at 12:10 pm. Motion carried.

**Date, Time, and Place of next meeting: May 21, 2024 at 10:00am in the Basement of the Registrar's office**

Respectfully submitted,  
Woody Hanes, Secretary  
Buckingham County Electoral Board