

City of Harrisonburg Electoral Board  
Minutes from August 14, 2023 Meeting

9:00 a.m.

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1. Call to Order: 9:05 a.m.
2. Welcome -

Introductions of Guests: Dr. Kara Dillard of Civic Engagement at JMU

Pat Haden, Chair of Harrisonburg City Republican Party

3. Agenda: Burner made a motion to accept - All voted in favor
4. Minutes: Previous minutes amended and Call made a motion to accept - All voted in favor
5. Report from Director of Elections: Detailed Report Attached

1. Ballot Order
2. Capital Improvement Program
3. Staffing
4. NCOA mailing
5. Training
6. VRAV
7. FOIA
8. Events

Future Important Dates Listed

3. Review of Registration Statistics  
Population and Voter Registrations Increase
4. Annual ADA Precinct Review  
City Hall (early voting), City School Precincts and JMU Precinct will proceed with annual ADA inspections
5. New Business - None
6. Approval of new Officers of Election and Review of Early Voting Schedule  
Call made a motion to approve Officers of Election as presented
7. Unfinished Business – None
8. Review Proposed Schedule – Interviews being scheduled for applicants to fill new full time Deputy Registrar Position

September 14<sup>th</sup> Programming of Voting Machines

October 13<sup>th</sup> Logic and Accuracy Testing of Voting Machines

9. Public Comment (started at 9:58 a.m.)

Pat Haden spoke as to how precinct workers are listed on attached work schedule

Public Lines were opened – No calls were received

10. Meeting went into private session (after a 5 minute recess) with a motion made by Call:

Start: 10:12 a.m.

Motion for Closed Session to discuss personnel matters pursuant to Section 2.2-3711(A) of the Code of Virginia, as amended, and if needed to discuss Election Security practices pursuant to Section 24.2-410.2 Of the Code of Virginia.

11. Return to Public Session, certification of Closed Session by roll call vote at 10:53 a.m.

Call made statement of certification and then approved/voted by all.

Next Scheduled Meeting: September 11<sup>th</sup> at City Hall @9:00 a.m.

12. Adjournment

Call made motion to adjourn at 10:56 a.m. & all voted in favor



CITY OF HARRISONBURG  
**VOTER**  
**REGISTRAR**

HARRISONBURG CITY HALL  
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7707 • FAX (540) 432-7784

To: Electoral Board  
Re: General Registrar Report  
Date: 08/14/2023

1. Ballot Order: I have sent our programming form to PrintElect for the November 2023 Election. We will need to make our ballot order in the next few weeks. My plan is to order 101% of registered voters, but I will need to factor in the ballot on demand blank stock into this number.
2. Capital Improvement Program: I will be submitting a request for new voting machines in this year's CIP. Most voting machines have a life span of around ten years, and we purchased the bulk of our ES&S Ds200 machines in 2015. I will be requesting 12 machines at an estimated \$8k a piece to be purchased at the end of calendar year 2026. We may need to use these machines longer if the request is pushed back, but we should have new machines in place before the 2028 presidential election.
3. Staffing: We have received over 25 applications for the open Chief Deputy Registrar position. I plan to start conducting interviews next week.
4. NCOA mailing: The second national change of address (NCOA) mailing in 2023 went out the last week of July. So far, we have received 156 returned undeliverable letters, this will allow us to move these voters to inactive and start the clock on cancellation. We have also updated around 10 voters' addresses based on the forms that were filed out and returned so far.
5. Training: The office staff took part in active shooter training in City Hall put on by HPD on July 17<sup>th</sup> and watched the ELECT legislative update webinar on July 12<sup>th</sup>. I attended the annual ELECT GR training in Richmond on July 20<sup>th</sup>. Most of the training revolved around the new Election Night Reporting procedures and other upcoming changes. We also got an update on the new VRS (VERIS) system that will be rolled out in 2025. I have volunteered to be a new VRS system tester, that should start sometime next year.
6. VRAV: The office staff attended the Voter Registrars Association of Virginia annual conference July 31<sup>st</sup> through August 2<sup>nd</sup> at the Hotel Roanoke. We gained valuable insights about how other localities are handling Same Day Registration, and training Officers of Election. We may want to consider tabletop style training for our Officers in future elections. This is where you get all the officers that will be working at one precinct to run through an election day in one hour and give them many difficult scenarios to navigate. There are costs and time restraints associated with this, so we may only be able to do this in a year where we aren't hosting a primary

There was also a great presentation on self-care, that I believe will become more important for the office to keep in mind as we move into 2024.



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7. FOIA: The office has received two FOIA requests recently that appear to be going around to most other General Registrars. One has been fulfilled as it was a simple request, the other is waiting for a response from the requester.

In relation to that, the new GS-01 Election Documents retention schedule has been sent out for public comment. It should be adopted sometime in September. I was one of the GRs on the committee that worked with the Library of Virginia to update this schedule.

8. Events: The office will have a registration table set up at the Block Party in the Burg on August 26<sup>th</sup> in Court Square, and we will be presenting to the Harrisonburg Citizen Academy on September 7<sup>th</sup> at 6pm in Council Chambers. If you would like to attend either of these events, please let me know.

I would like to get your approval to use one of our voting machines for demonstration purposes at the Citizen Academy presentation.

### **Important Dates**

08/26/23 – Block Party in the Burg

09/07/23 – Voter Registrar office presents to Citizen Academy

09/22/23 – Start of Early Voting for General Election.

10/27/23 – Deadline to request absentee ballot by mail for General Election

10/31/23 – Ballot preprocessing with CAP team

11/4/23 – Ballot preprocessing with CAP team

11/07/23 – **Election Day**

11/08/23 – Provisional Ballot Hearing / Start of Canvas

11/10/23 – City Offices Closed

11/13/23 (noon) – Deadline to receive mailed ballots (postmarked by election day) / Ballot preprocessing with CAP team.