City of Harrisonburg Electoral Board

Minutes from October 02, 2023 Meeting

9:00 a.m.

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1. Call to Order: 9:03 a.m.
2. Welcome -

Introduction of Guest: Pat Haden, Chair of Harrisonburg City Republican Party

3. Agenda: All voted in favor
4. Minutes: All voted in favor
5. Report from Director of Elections: Detailed Report Attached

    Voters Registered as of 10/2/2023

    1. Election Day Holiday as of September 26th (2023)

    2. Fire Door for Atrium Early Voting Precinct (Has to remain closed & not propped open)

    3. Early Voting - Turnout Steady (Ballot of Demand Update)

    4. Events - September 18th Registering HHS Students

    5. Numbers - (198) city voters voted early thus far

    6. Staffing – Chief Deputy Registrar (Lisa McDonald will start October 4th)

    7. OOE Precinct Report – Katrina Gerald

6. Americans for Disability Act Check Lists (Report Attached)

Closed Session @ 10:02 a.m.

Motion for Closed Session to discuss Personnel matters pursuant to Section 2,2-3711 (A) of the code of Virginia, as amended, to discuss personnel matters, and if needed to discuss Election Security practices pursuant to Section 24.2-410.2 Of the Code of Virginia.

Burner made motion to return to public session at 10:32a.m. and seconded by Call.

Certification of Closed Session by roll call vote.

    Wiens - yes, Call - yes, Grant Burner - yes

    Statement: To the best knowledge of each member of the Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37(Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such business matters as were identified in the motion by which today's executive session.

7. Approval of Officers (Election Day Schedule)

   All members voted in favor of new top (3) Officers of Election Presented

8. Confirm Logic and Accuracy Training Dates (Attached Sheet)
9. New Business – Next scheduled Electoral Board Business Meeting (Oct. 16th) @ 9:00 a.m.

    at City Hall.

10. Unfinished Business (None)

    11. Call made motion to adjourn at 10:37 a.m. & all voted in favor of adjournment

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: 10/02/23

1. <u>Election Day Holiday:</u> The Harrisonburg City Council voted on September 26th to make November Election Day a city holiday going forward. We will be the only department in the building working that day. I will need to coordinate with other Department Directors to make sure we have people on call for the services we may need.

2. <u>Fire door for Atrium</u>: The Harrisonburg Fire Chief did an inspection of City Hall on Friday September 29th. He informed us that we can't prop the door to the Atrium open any longer. Based on a recommendation from Ms. Gerald we requested that the City Hall building manager get a fire door magnet system installed so that we can have these doors open. I will update you when we have more info.

3. <u>Early Voting:</u> Early voting has begun; turnout has been slow but steady.

4. <u>Events:</u> I went to HHS during lunch periods on September 18th to register students to vote. I was able to answer questions for students and faculty, and the QR for the website was utilized multiple times. I collected only two applications.

5. <u>Numbers:</u> As of Friday September 29[th,] we have mailed 612, and emailed 14 ballots. So far 148 have been returned. We currently have 6 in the cure process and 6 came back undeliverable. And 198 people have voted in person during Early Voting.

6. <u>Staffing</u>: The new Chief Deputy Registrar Lisa McDonald will start on October 4th.

7. <u>OOE:</u> Ms. Gerald has completed a tentative schedule for election day for your review.

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<u>Important Dates</u>

<u>10/16/23 – Last day of voter registration.</u>

<u>10/27/23 – Deadline to request absentee ballot by mail for General Election.</u>

<u>10/31/23 – Ballot preprocessing with CAP team.</u>

<u>11/04/23 – Ballot preprocessing with CAP team.</u>

<u>11/07/23</u> – Election Day (City Holiday)

<u>11/08/23 – Provisional Ballot Hearing / Start of Canvas.</u>

<u>11/10/23 – City Offices Closed.</u>

<u>11/13/23 (noon) – Deadline to receive mailed ballots (postmarked by election day) / Ballot</u>

<u>preprocessing with CAP team.</u>

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Proposed Training and L&A dates:

Tuesday October 24th at 5:30pm – Chief training

Thursday October 26th at 5:30pm – Pollbook training

Friday October 27th at 1:00pm – Logic and Accuracy testing for all voting machines

Saturday October 28th at 9:30am – Information Officer training

Saturday October 28th at 2:00pm – Regular Officer training

Sunday November 5th at 1:00pm – Pollbook programing and testing