

City of Harrisonburg Electoral Board
Minutes from September 11, 2023 Meeting

9:00 a.m.

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1. Call to Order: 9:04 a.m.
2. Welcome -

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

3. Agenda: Burner made a motion to accept & Call seconded the motion - All voted in favor
4. Minutes: Call made a motion to accept - All voted in favor
5. Report from Director of Elections: Detailed Report Attached

1. Ballots
2. Capital Improvement Program
3. Ballots on Demand
4. Training
5. ADA
6. Tabletop to Vote 2023
7. Events
8. OOE

Future Important Dates Listed and Election Day Details

9/14 -L & A Testing, 10/16 Electoral Board Meeting, 9/18 – Officer of Election Training for (45) day voting at City Hall, 9/22 First Day of 45 day voting, 10/16 Electoral Board Meeting, 11/4 last day of early voting, 11/7 Election Day.

Current Registered Voters in City of Harrisonburg as of September 1<sup>st</sup> (25,207)

6. Approval of New Officer of Election  
Gail Oppy approved by all
7. New Business –  
A Bill in Committee in Richmond  
(Process for returning documents to Clerk of the Court)
8. Unfinished Business - None
9. Public Comment – None (no call ins)

10. Closed Session –

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.

Approved by all.

11. Return to Public Session at 10:10 a.m., 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.

Burner made motion to return to open session and seconded by Call. All voted in favor.

Roll Call Vote taken that only approved matters were discussed on closed session.

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

Discussion took place concerning recommendations for Machine Technicians –

Kent Wise (lead tech), Cody Cole, Kathie Long, Jacob Clarke, Kara Hill

Call made motion to recommend all of the above technicians and seconded by Wiens.

Next Meeting scheduled Electoral Board Meeting - October 2<sup>nd</sup> @ 9:00 a.m. at City Hall.

12. Adjournment

Call made motion to adjourn at 10:17 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. Election Day Holiday: The Harrisonburg City Council voted on September 26<sup>th</sup> 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. Fire door for Atrium: The Harrisonburg Fire Chief did an inspection of City Hall on Friday September 29<sup>th</sup>. 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. Early Voting: Early voting has begun; turnout has been slow but steady.
4. Events: I went to HHS during lunch periods on September 18<sup>th</sup> 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. Numbers: As of Friday September 29<sup>th</sup>, 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. Staffing: The new Chief Deputy Registrar Lisa McDonald will start on October 4<sup>th</sup>.
7. OOE: Ms. Gerald has completed a tentative schedule for election day for your review.



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**Important Dates**

10/16/23 – Last day of voter registration.

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

10/31/23 – Ballot preprocessing with CAP team.

11/04/23 – Ballot preprocessing with CAP team.

**11/07/23 – Election Day (City Holiday)**

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.



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**Proposed Training and L&A dates:**

Tuesday October 24<sup>th</sup> at 5:30pm – Chief training

Thursday October 26<sup>th</sup> at 5:30pm – Pollbook training

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

Saturday October 28<sup>th</sup> at 9:30am – Information Officer training

Saturday October 28<sup>th</sup> at 2:00pm – Regular Officer training

Sunday November 5<sup>th</sup> at 1:00pm – Pollbook programing and testing