

**Harrisonburg City Electoral Board  
Minutes  
Monday – March 11, 2022  
9:00 a.m.  
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**Call to Order**

Meeting was called to order by Chair of Electoral Board, Wiens at 9:02 a.m.  
Meeting was held in Harrisonburg City Council Chamber and broadcast on City TV.

**In Attendance**

Electoral Board Members; Dave Wiens, Chair, Sandra Price-Stroble, V.Chair  
Jane Grant Burner, Secretary; Mark Finks, Director of Elections, Katrina Gerald,  
Associate Registrar and visitor Sara Akers with Center for Civic Engagement.

All board members voted in favor of the agenda.

Price-Stroble made a motion to approve the minutes with adjustments/corrections and  
the motion was seconded by Wiens.  
All board members voted in favor.

Electoral Board Meeting Minutes are posted on the Harrisonburg City Web-Site on  
Thursdays before following Monday scheduled meeting.

**Director of Elections Report**

Attached are General Registrar Report Items for review, also attached Bills(HB927  
& HB542) recently signed by Governor Youngkin that effect elections:

**Decisions/Discussion by Board from Registrar's Report:**

- Two officers of elections will be scheduled for the (45) days of voting prior to primary  
day, starting May 6th and four to five officers of election will be scheduled for  
Primary Day June 21<sup>st</sup>.
  - On June 22<sup>nd</sup> 'Ballot Hearing' time will be scheduled for 11:00 a.m. and gavel in at  
10:40 a.m. to start canvass.
  - Host 'Provisional Ballot Hearing' later in the day but start before 5:00 p.m.
- VEBA (Virginia Electoral Board Association) Meeting review (March 18-20) at The  
Homestead established it was nice to be meeting in person and not zoom meetings as  
needed during COVID pandemic.

\*\*\* Meeting opened to public comment at 9:42 a.m.  
Call in number: 540-432-7707  
No Public Comment

### **Closed Session**

**Price-Stroble** a motion that the Board enter into executive session for the purpose of (i) reviewing and updating the HEB Security Policies and Guidelines relating to our election process and procedures, including discussion of any necessary actions to mitigate those risks, as provided by Section 2.2-3711.A.35 and 24.2-625.1.B of the Code of Virginia, and (ii) discussion and consideration of personnel, the appointment of one or more current and prospective City of Harrisonburg officers of election, as provided by Section 2.2-3711.A.1 of the Code of Virginia

### **Return to Public Session**

**Certify Closed Session actions with Roll Call Vote:**

**Wiens** made motion and all members voted yes; **Wiens, Price-Stroble and Grant Burner.**

**RESOLVED**, that to the best knowledge of each member of this 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 public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session.—.

**One new Officer of Election** was approved for the (2022) Primary Election early voting.

### **New Business:**

- **Waterman Precinct ADA Ramp** to entrance of voting precinct in noncompliance with ADA regulations. Situation needs to be reviewed with City School Board.
- **Chamber of Commerce Annual Membership for the Electoral Board** was reviewed and all board members voted in favor of renewal.

### **Final Business**

**The next Electoral Board Meetings** are scheduled for **9:00 a.m.** on **Monday – April 25<sup>th</sup>** and **May 9<sup>th</sup>**.

### **Adjournment**

**The motion** was made by **Price-Stroble** to adjourn the Electoral Board meeting at **10:35 a.m.** All voted in favor.

**Respectively submitted,**  
**Jane Grant Burner, Secretary**



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: 04/11/22

1. Redistricting Timeline /Notices:

**State Redistricting** – Still waiting to get confirmation from the state on when we can update this information in VERIS. Will likely take place after June Primary.

**JMU Precinct** – This will have to be addressed before the June Primary.

**Harrisonburg Precinct Boundaries** – I have asked City Council to make an addendum to the boundary ordinance, so that the new boundaries will not take effect until after the June primary. That way we do not have to mail notices before the June Primary.

**Envelopes**

Sourcing envelopes for this mailing is becoming increasingly difficult as there is a massive shortage of envelopes nationwide. We will likely need to go with a vendor that can send our notices out as a closed postcard.

2. SOR Inspection: We had two representatives from “Vote Integrity Virginia” come to the office on 3/24/22 to inspect the SOR from the 2020 and 2021 General Elections.
3. Budget: The budget will be going before City Council for the first pass on Tuesday April 12<sup>th</sup>.
4. Officers of Election for Primary: We have sent emails out to our officers of election confirming their availability for early voting and Election Day for the June Primary. Our current plan is to continue to host early voting in the Atrium with two officers of election (like last years primary).

Based on the response we have received Ms. Gerald has been able to fill all early voting slots. She will work on scheduling for Election Day after the 12<sup>th</sup> when we know that the Primary is confirmed to take place. Our plan is to schedule between 4-5 officers per precinct on June Primary election day.

5. June Primary General: Election media has been sent to our Vendor, if by chance we don't have a Primary they will keep it in the vault until the fall. We will find out by June 13<sup>th</sup> whether a primary will take place.



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6. PrintElect Printing Contract: We are currently working with Printelect to sign a two year agreement to lock in printing costs. I have asked City Purchasing and Legal to review the contract.
7. VEBA conference – ElectSure: At the VEBA conference we talked with Bill Murphy a representative from ElectSure. His company provides a platform for online training of officers of election. The materials must be created by the locality, but the website has tools to track and manage training materials among other services. *The general estimate Mr. Murphy gave me was a \$3,000 initial setup based on population, and an annual fee of \$2,000 going forward. We do not have those prices in writing.*

#### Important Dates for June Primary

Wednesday May 4<sup>th</sup> 4:00pm – LNA for Early Voting machines  
Friday May 6<sup>th</sup> - Early Voting starts Mon – Fri 8:30am – 4:30pm  
Monday May 30<sup>th</sup> – NO VOTING - City Offices Closed  
Tuesday May 31<sup>st</sup> – Last day to register to vote  
Friday June 10<sup>th</sup> – Last day to request ballot by mail  
Saturday June 11<sup>th</sup> – Saturday Early Voting  
Tuesday June 14<sup>th</sup> – CAP mailed ballot processing  
Saturday June 18<sup>th</sup> - CAP mailed ballot processing  
Saturday June 18<sup>th</sup> – Saturday Early Voting  
Monday June 20<sup>th</sup> – Take equipment to polling locations  
Tuesday June 21<sup>st</sup> – Election Day  
Wednesday June 22<sup>nd</sup> – Start of Canvass / Provisional Ballot hearing (set time)  
Friday June 23<sup>rd</sup> – CAP mailed ballot processing / finish canvass  
Monday June 27<sup>th</sup> – Take materials to Clerk of Court

## Bills recently signed by Governor Youngkin that effect Elections

**HB 927 (Robinson) & SB 3 (Suetterlein)- Elections; voting systems; reporting absentee results by precinct.** Includes in the definition of "voting system" on-demand ballot printing systems and ballot marking devices used to manufacture or mark ballots to be cast by voters on electronic voting and counting machines. The bill also requires general registrars to report to the Department of Elections the number and results of absentee ballots cast by voters assigned to each precinct in the registrar's locality. The Department is directed by the bill to establish standards for ascertaining and reporting such information.

**HB 542 (Batten) - Elections administration; reclassification of assistant registrars.** Reclassifies assistant registrars as deputy registrars.