

**Harrisonburg City Electoral Board
Minutes
Monday – January 25, 2021
10:00 a.m.
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**Call to Order**

Meeting was called to order by Chair - Price-Stroble at 10:02 a.m.

**In Attendance**

**Electoral Board Members; Sandra Price- Stroble, Chair,  
Jane Grant Burner, Secretary and also Director of Elections, Mark Finks.**

**Guest Present**

**William Ney, outgoing Board Member was presented with certificate of appreciation and a gift card from Price-Stroble and Grant Burner.**

- **Motion made by Grant Burner to approve agenda and motion was seconded by Price-Stroble. All members voted in favor.**
- **Motion was made by Price Stroble to approve the minutes from December 14, 2020 and motion was seconded by Grant Burner. All members voted in favor.**

**Director of Elections Report**

- **New Electoral Board member Dave Wiens will need to be trained and go through Orientation. Wiens had another commitment and could not be present at the January 25<sup>th</sup> meeting.**
- **Dem Tech (Poll Book Vendor) has been contacted concerning purchase of new poll Books for Harrisonburg City Precincts. Dem Tech is a qualified vendor and approved by The Virginia Department of Elections. Check in process will be updated in the future to 'express vote' to comply for voter check-in at the precincts. Lap Tops could be updated without purchase of new machines.**
- **Cares Act Funding has been designated and not all money was needed. Remainder of (\$9,982.00) will be sent back to the state.**
- **Katrina Gerald has started in the office as a new Assistant Registrar. Her schedule is Mon./Wed./ and Fri., plus half day on Thursdays till noon.**
- **Interviews for a second Assistant Registrar will start in February.**
- **Melanie Goosens with JMU will be assisting in a clerk position two and a half days per week from now through April.**
- **Absentee Voter Applications had to go out by December 15<sup>th</sup> (2020) and NCOA Letters have been sent out.**

- **New Electoral Board Member Wiens will need to sign up for a training session with The Virginia Department of Elections.**
- **Diane Strauss Moorman, from James City County Registrar's Office, came to the Harrisonburg Registrar's Office to assist with training for the new Registrar and Assistant Registrar.**
- **Fishing Letters are being sent out to voters to confirm mailings (address changes, etc.)**
- **For future elections, ballots will be removed from voting machines and boxed and labeled and placed back into voting machines before leaving the polling precincts on election day. Voting Machines will then be sealed before delivery back to City Hall on Election Night.**

### **Closed Session**

**Grant Burner made a motion and motion was seconded by Price Stroble that the board enter into executive session at 11:20 a.m. as provided by Section and 24.2-625.1.B of the Code of Virginia, (ii) discussion and consideration of personnel. All Board Members voted in favor.**

### **Return to Public Session**

**Price-Stroble made a motion to return to Public Session at 11:25 a.m. and motion was seconded by Grant Burner. All Board Members voted in favor.**

**The Chair called for certification of the Closed Meeting.**

**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.—.**

**No action was taken.**

**Roll Call Vote; Price-Stroble, yes and Grant Burner, yes.**

### **Other Business**

**Next scheduled Electoral Board Meetings will be February 8<sup>th</sup> and February 22<sup>nd</sup>. Part of the February 8<sup>th</sup> meeting will be reorganization due to adding a new board member and training will also need to be scheduled for new board member Wiens.**

### **Adjournment**

**Grant Burner made a motion to adjourn and motion was seconded by Price-Stroble. All voted in favor.**

**Meeting was adjourned at 11:30 a.m.**

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