

**Harrisonburg City Electoral Board
Minutes
Monday – December 14, 2020
10:00 a.m.
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**Call to Order**

Meeting was called to order by Chair - Price-Stroble at 10:00 a.m.

**In Attendance**

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

**No Public Comment or Guests Present**

- **Motion made by Ney to approve agenda and motion was seconded by Grant Burner.**
- **Motion was made by Ney to approve the minutes from November 19<sup>th</sup> and motion was seconded by Price-Stroble.**

**Director of Elections Report**

- **Questionnaires were mailed out to precinct chiefs from the November Election. Not all Chiefs returned reports.**
- **Auto marks will need to be replaced prior to May 2021 due to machines being Outdated.**
- **Redistricting was discussed for 2021.**
- **Mailings were sent out on December 4<sup>th</sup> for updates concerning voters who have signed up for annual (705.1) updates. Voters must complete applications and return to Registrar.**
- **Annual Security Plan for (2021) needs to be reviewed for possible changes.**
- **Flash drives for the DS 200 voting machines are stored with the Clerk of the Court and copies are secured with the Director of Elections in his secure office closet. The flash drives are approximately \$100.00 a piece. Flash drives for the precinct laptops are much less expensive and are secured for storage as well.**
- **Securing the storage room in the City Hall basement, where the voting machines are stored was discussed. Determination will need to be made as to whom currently has the key or access to the room.**
- **Appreciation letters to city school locations that are used for election/primaries will be mailed immediately once signed by Electoral Board Secretary Grant Burner.**
- **Certificates will also be mailed to November Election Winners in the City of Harrisonburg once they are signed by Electoral Board Secretary Grant Burner.**

**Closed Session**

**Ney made a motion and motion was seconded by Grant Burner that the Board enter into executive session at 10:52 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**

**Ney made a motion to return to Public Session at 11:05 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 – Ney, Yes and Grant Burner, yes.**

**Other Business**

- Distancing is encouraged in the Registrar's office due to COVID**
- Inventory was completed of the storage rooms in the city hall basement assigned to the Registrar's office.**
- The January (2021) Electoral Board Meeting will be a reorganizational meeting.**
- Next scheduled Electoral Board meeting will be Monday – 10:00 a.m. January 11<sup>th</sup>**  
**Other scheduled meetings will be held February 8<sup>th</sup>, March 8<sup>th</sup> and April 12<sup>th</sup>.**

**Adjournment**

**Grant Burner made a motion to adjourn and motion was seconded by Ney.**

**All voted in favor.**

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

**Meeting was adjourned at 11:15 a.m.**

**Respectively submitted,**

**Jane Grant Burner, Secretary**

