

City of Harrisonburg Electoral Board Minutes
Monday, January 13, 2025

1. Call to Order: The Meeting was called to Order at 9:03 am
2. Welcome and Introduction: Ms. Pat Haden
3. Approval of Agenda: All voted in favor of approval
4. Approval of Minutes: All voted to approve Minutes of October 7, 2024 and November 20, 2024
5. Public Comment: Ms. Pat Haden commented on (1) signage during the early voting process; (2) the very energetic and loud, disruptive nature of six (6) or so persons at Early Voting. Pat noted that she was unable to obtain any help from the Registrar's Office staff to assist OOE's working on that day; (3) and lastly; as an observer during the opening of ballots she would like there be two (2) observers, one (1) from each party
6. Report from Director of Elections: Included in the General Registrar's report were many interesting and informative attachments.
 1. Data about Turnout for the November 5, 2024 Election. Harrisonburg now has 27,645 registered voters
 2. Turnout Percentage Breakdown
 3. Absentee Ballots totals – issued; received but rejected (cure); counted; note received; received after deadline; and an estimate of costs related to mailing 1,245 x cost of \$11.72 which equals \$14,579
 4. The GR is working on the FY 25-26 Budget which is due to the City Manager on January 22, 2025
 5. An anonymous survey was sent to the OOE's on December 9, 2024. 52 responses were received and evaluated
 6. KNOWiNK system operated within expectations during EV and Election Day. GR has been discussing with representatives about ways to expedite SDRs in 2025
 7. Laptops: GR plans to experiment during the June primary by using old poll book laptops as provisional ballot logs
 8. The General Registrar has reminded the Public Schools, JMU, and Lucy Simms Continuing Education Center about the election dates for 2025. Mark assumes we will have at least one party primary in June with a strong possibility of a dual primary
 9. The GR will be securely destroying 150 pounds of documents stored in his office that have expired per the Library of Virginia GS-01 retention schedule
 10. Data Entry: Voter Credit for 2,342 SDRs was finished a few days before Thanksgiving. Mark's office team processed over 6,000 applications and before the Christmas break, an additional 3,000 documents gathered on Election Day
 11. ELECT Meetings: The General Registrar has been in two discussions with officials at ELECT on how to improve the data entry process in VERIS for SDRs received on Election Day
 12. **IMPORTANT DATES:** 3/5/25 – ELECT will send Primary notice; 3/23 – 3/26/25 VEBA Conference; 4/3/25 – Deadline for primary candidates to submit paperwork; 5/01/25 – Locality Election Security Standards report due to ELECT; 05/01/25 – Start of Early Voting for June Primary; 06/17/25 –

Election Day for June Primary; 08/01/25 – General Registrar’s Evaluation due to ELECT; 9/19/25 – Start of Early Voting for General Election; General Election – 11/4/25

7. Review of the Officer of Election Survey
8. Review of Shared Duties Document – This document is to be reviewed at the first meeting of each year. Most of the responsibilities that have been delegated to the General Registrar were done before Mark Finks's appointment.
9. Approval of new Officers of Election – The Board of Election members were presented with a list of applicants for 2025. This list was given to Ms. Pat Haden at the meeting, and the Secretary hand carried a copy to the Chair of the Democrat Committee @ 7:00 PM on Monday, January 13, 2025.
10. Discussion of the November 2024 Election
11. Discussion of proposed FY 25-26 Budget
12. New Business – No New Business
13. Unfinished Business – No Unfinished Business
14. **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. The Board went into a closed session @ 10:58 am**
15. **The Board returned to Public Session @ 12:04 pm. Certification of Closed Session by roll call vote: Burner, Yes, Call, Yes, Sanders, Yes**

Statement: 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 closed session.
16. **Adjournment – The meeting was adjourned at 12:07 PM**

The next schedule meeting of the Electoral Board will be Monday, February 3, 2025 @ 9:00 AM

Respectfully submitted by Ramona Sanders, Secretary of the City of Harrisonburg Electoral Board,
Thursday, January 16, 2025