

**City of Harrisonburg Electoral Board Minutes**  
**Monday, May 12, 2025**  
**City Hall, Council Chambers**  
**409 S. Main Street**  
**Harrisonburg, Virginia 22801**  
**540-432-7707**

In Attendance: Chairman, Bill Call; Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders, General Registrar, Mark Finks.

1. Call to Order: The Meeting was called to Order on Monday, May 12, 2025 @ 9:32 AM.
2. Welcome and Introductions: There were no guests in attendance.
3. Public Comment: There were no Public Comments.
4. Unfinished Business: There was no Unfinished Business.
5. Motion to Approve Agenda: All members of the Electoral Board voted to approve the agenda.
6. Motion to Approve Minutes: All members of the Electoral Board voted to approve the Minutes of April 14, 2025.
7. Report from Director of Elections: General Registrar, Mark Finks reported:
  1. All ballots have arrived from PrintElect. Election Day total of 7,500, by mail, 726, and Early Voting 400 back up in case printer goes down.
  2. Per discussion at the L&A Mark met with the machine custodian to discuss updating our L&A documents based on recommendations from ELECT. Mark has made a few changes to the documents since the L&A and were reviewed by all members of the Electoral Board.
  3. The GR and his staff have mailed 430 Absentee Ballots and emailed 30. They have received 70 ballots returned by mail, and a total of 35 voters have voted during early voting.
  4. Logic and Accuracy Testing (L&A) was completed on two DS200's and one Expressvote on April 28<sup>th</sup>. GR completed the L&A testing on the pollpads and poll print systems that morning.
  5. KNOWiNK: Mark is planning to use the KNOWiNK pollpads as electronic versions of the Provisional ballot logs for the June Primary election, in practice for the fall. This will cut down on data entry for the office staff and help mitigate errors with active voters using the Provisional process.
  6. Training: Mark is currently updating the Power Point presentations for Officer Training. He will be combining the Chief and Info Officer training into one session as there will be fewer Officers for this election.
  7. The General Registrar has a new hire, Deputy Ashley Dovel. Her first day was Monday, May 12, 2025, and she will be trained in VERIS and reading certain sections of the GREB, getting her ready for the June Primary and November General Election.
  8. The Annual LESS Report has been sent and accepted by ELECT.
9. **A motion was made by Chairman Bill Call to move to Closed Session at 10:09 AM to discuss Personnel matters pursuant to Section 2.2-3711(A) of the Code of Virginia. Those in attendance at Closed Session were: Chairman, Bill Call, Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders, and General Registrar, Mark Finks.**

**Chairman Call read the following 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.**

**Returned to Open Session at 10:45 AM.**

10. New Business –All Members voted to accept an application for an Independent who speaks Swahili as an Officer of Election. Mrs. Katrina Gerald made an excellent presentation of Assignments for the Primary Election. Some suggestions were made, appropriate changes were well received. and appreciation for her hard work were noted. Mark also provided the Voter Registration Statistics as of 5/1/2025. Showing a total of registered voters in the City of Harrisonburg to be 26,408.

11. Chairman Bill Call adjourned the meeting at 10:46 AM.

**The next schedule meeting of the Electoral Board will be Wednesday. June 18, 2025 @ 11:00 AM prior to start of Canvass.**

Respectfully submitted by Ramona Sanders, Secretary, City of Harrisonburg Electoral Board, Monday May 12, 2025