



The **January 26, 2021** organizational meeting of the Rockingham County Electoral Board was called to order at 9:15 a.m. in the Recreation Department Conference Room by Director of Elections Lisa B. Gooden. Electoral Board members attending the meeting included: Mike Auchard; newly appointed member, Sandra L. Parks (term 1/1/2021-12/31/2023); and Susan C. Threewitts. Also in attendance: Rockingham County Deputy Director of Elections, Zachery Weaver. Observers in attendance: Daryl Borgquist.

Election of Electoral Board Officers for 2021: Lisa Gooden opened the floor for nominations for officers. A motion was made by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, naming the following officers for 2021:

Chair – Robert (Mike) Auchard
Vice Chair – Sandra Parks
Secretary – Susan Threewitts

Minutes: A motion was made by Susan Threewitts, seconded by Mike Auchard, and unanimously carried to approve the minutes of September 14, 2020, as presented.

Director of Elections Report:

Resolution of Appreciation from the Rockingham County Board of Supervisors: Lisa Gooden noted that the following resolution of appreciation and gratitude for the work of election officers and staff during the recent election was approved by the Board and presented to her at the meeting on December 9, 2020:



STEPHEN G. KING
County Administrator



ROCKINGHAM COUNTY

BOARD OF SUPERVISORS
DEWEY L. RITCHIE
Election District No. 1
SALLIE WOLFE-GARRISON
Election District No. 2
RICK L. CHANDLER
Election District No. 3
WILLIAM B. KYGER, JR.
Election District No. 4
MICHAEL A. BREEDEN
Election District No. 5

RESOLUTION

APPRECIATION OF 2020 ELECTION WORKERS

WHEREAS, the 2020 elections came with extraordinary challenges due to heightened attention with regards to elections across the United States, including the Commonwealth of Virginia; and,

WHEREAS, the increased focus on election security was further compounded by health concerns of voters and poll workers due to COVID-19; and,

WHEREAS, election officials had to deal with an unprecedented volume of mail-in ballots, also with heightened attention toward security; and,

WHEREAS, the Commonwealth of Virginia's expansion of the ability for voters to utilize the 45-day in-person voting period effectively resulted in the Voter Registrar having to set-up, staff, and secure, an election site at the Rockingham County Administration Center for 45 days, also with the added need for health safety measures; and,

WHEREAS, behind the scenes, a number of County employees from Information Technology, Facilities, and Fire & Rescue Departments, in addition to the front-line election workers, worked diligently with the highest level of professionalism, to ensure that the voters were able to confidently and safely exercise their rights.

NOW, THEREFORE, BE IT RESOLVED THAT THE ROCKINGHAM COUNTY BOARD OF SUPERVISORS, this 9th day of December 2020, hereby expresses its appreciation for the dedication and effort of County staff, and election workers with regards to the November 2020 elections, and particularly expresses appreciation for the leadership of Lisa Gooden, Voter Registrar, throughout the 2020 election process.

Given under our hand this ninth day of December
in the year two thousand twenty, A.D.

William B. Kyger, Jr., Chairman
Supervisor, District 4

Dewey L. Ritchie
Supervisor, District 1

Sallie Wolfe-Garrison
Supervisor, District 2

Rick L. Chandler
Supervisor, District 3

Michael A. Breeden
Supervisor, District 5

Attest:

Stephen G. King
County Administrator

Director of Elections Certification Program: Lisa Gooden apprised members that ELECT has established a statewide certification program and that she completed this process in early January 2021. She mentioned that Deputy Registrar Zachery Weaver also participated in a portion of the training modules, as well, although this was not required.

It was also noted that a state certification program has been established for Electoral Board members. Susan Threewitts indicated that she recently completed that program.

Registrant Count: A report of the registrant count for each voting precinct was presented, and it was noted that the total number of registered voters totals 55,001. Mrs. Gooden mentioned that the list of registered voters is maintained and updated each day, including voters who have been cancelled due to death, moving to another state, or based on information received from ELECT.

Annual Absentee Applications: It was noted that over 3,000 annual absentee (renewal) applications were mailed in mid-December.

ELECT Statewide Risk Limiting Audit (RLA): Members were informed that ELECT has set a statewide RLA for the November 3, 2020 General Election to be held on February 1. It was noted that more details would be forthcoming and that the Circuit Court Clerk has been notified that potential access to ballots from the recent election may be required.

Redistricting 2021: With redistricting currently being discussed by the General Assembly, it was noted that there could be a possibility that the June 8 primary will be moved to August. It was explained that this made it difficult to establish a date for Logic & Accuracy (L & A) testing and related election details.

Election Officer Pay: Board members briefly discussed whether to make any adjustments in the current figures as this had not been done since July 2019. Officers were given a COVID-19 stipend of \$25 in June and November 2020. The current pay structure is as follows:

Base pay: \$175 (excludes Central Absentee Precinct)
Training (required) \$30
Chief: \$50
Assistant Chief: \$25
Pick up materials: \$15
Return materials: \$15
Mileage (pickup/return): State rate

Members were informed that W-9s must be completed by all election officers, and the Board suggested that this matter be discussed at an upcoming meeting and whether any further adjustments need to be made as far as election officer pay.

Election Officer List: An updated listing of election officers was presented, and it was noted that these individuals were appointed for a three-year which will expire in 2023.

Closed Session: A motion was made by Susan Threewitts, seconded by Sandra Parks and unanimously carried, to enter closed session with staff and representatives from the county's Technology Department (Terri Perry, Michael Bowen, and Dusty Moyer) at 10 a.m. according to Virginia Code Section 24.2-625.1(B) as follows:

(B) "The State Board of Elections or a local electoral board may hold a closed meeting pursuant to the provisions of the Virginia Freedom of Information Act for the purpose of discussing protocols for maintaining the security of ballots or voting and counting equipment, or risk assessments of specific local electoral procedures, where discussion of such matters in open meeting would compromise the security of any election."

A motion was made by Sandra Parks, seconded by Susan Threewitts, and unanimously carried, to return to regular session at 11:13 a.m.

Roll Call Vote to certify that the only matters discussed during the closed session just concluded were those both lawfully exempted from the open meeting

requirements and identified in the motion by which the closed session was convened.

AYES

NAYS

Auchard: aye

Parks: aye

Threewitts: aye

November 2020 Election Stats: Lisa Gooden presented the following stats from the recent election.

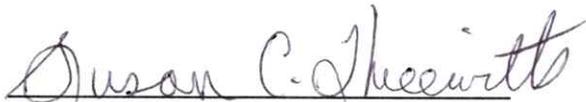
- 12,990 voted in person during the 45-day absentee period (an increase of 844.7% over 2016) -- equates to 288 voters per day or 32 voters per hour for the 9-hour workday
- 23.7% of registered voters voted in person in November 2020
- 5,403 ballots were mailed to voters (increase of 3,968 or 276.8% over 2016)

Lisa Gooden mentioned that, during the fall absentee voting period, she and Deputy Registrar Zachery Weaver had to arrive between 7:15 a.m. and 7:30 a.m. each day to meet the election officers who were scheduled each day for in person absentee voting, and with hours extending until 5 p.m. were always required to stay longer than 10 hours to 'catch up' and process the days' work. Most often, she said the workdays extended to 12 – 15 hours (or longer). Other part time staff also worked beyond their normal hours attempting to keep up with the workload. Consequently, she apprised members that in 2021 all Voter Registrar's offices will be required to be offer additional Saturday hours prior to every General Election and Primary Election, as well as having extended evening hours for candidate filing deadlines. She pointed out that a measure is also being discussed in the 2021 General Assembly to have 'optional' Sunday hours.

Based on the aforementioned information, a motion was made by Sandra Parks, seconded by Susan Threewitts and unanimously carried, to adjust the Voter Registrar's office hours from 8 a.m. to 4 p.m., effective February 16, 2021, unless state mandated hours specify otherwise in the Code of Virginia. (Employees will work a full 8-hour day.)

Ballot Order for Potential Primary Election: After brief discussion, a motion was made by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, to set a tentative ballot order of 80% of the total registered voters if a primary is called in 2021.

Adjourn: After no further business, the meeting adjourned at 12:20 pm.

A handwritten signature in cursive script that reads "Susan C. Threewitts". The signature is written in dark ink and is positioned above the printed name.

Susan C. Threewitts, Secretary

