



The **Tuesday, May 9, 2023**, meeting of the Rockingham County Electoral Board was called to order at 2:00 p.m. in the Registrar's Office Annex, 20 East Gay Street, Harrisonburg, by Board Chair Sandra Parks. Electoral Board members attending the meeting: Sandra Parks, Chair; Rebecca Ruckman, Vice Chair; and Susan Threewitts, Secretary. Also attending the meeting: Lisa B. Gooden, Director of Elections; and Nicholas Ocampo, Chief Deputy Registrar.

Approval of Minutes: A motion was made by Susan Threewitts, seconded by Rebecca Ruckman, and unanimously carried, to approve the minutes of February 7, 2023, as presented.

Election Officer Appointments: A motion was made by Rebecca Ruckman, seconded by Sandra Parks, and unanimously carried, to approve and update the election officer list accordingly:

Louis Heidel	Resigned/Ineligible to serve due to being appointed to Elkton Town Council
Geraldine Eaton	Deceased
Gleamer Sullivan	New-appointed through 2025
Vicki Woolridge	New-appointed through 2025
Philip Stetson	New-appointed through 2025
Blaise Nkouedji	New-appointed through 2025
Nolan Hensel Dean	New-appointed through 2025
Danielle M. Dean	New-appointed through 2025

Director of Elections Report: The following information was presented by Lisa Gooden:

Registrant Count: An updated list of the total registered voters by precinct was presented as information. Currently, there are 56,633 registered voters in Rockingham County.

High School Government Classes: List informed the Board that students from Broadway High School visited the administration building and were offered a brief insight as to the function of each department, including the Registrar's Office.

Candidate Filings: An ongoing list of candidates who have filed to seek elected office for the upcoming November 7 election was provided to members. It was noted that the deadline to file is 7 p.m. on Tuesday, June 20, at the Registrar's office. It was noted that since there is a special election for a member for town council (Dayton), the deadline is Friday, August 18.

Town Newsletters: As a reminder to voters to keep their address up to date, Lisa noted that she has requested each town include information in their respective newsletter to remind voters that if they move, they should update their address for their voter registration record.

Request for Painting of Registrar's Office Annex and Flooring

Replacement: Lisa mentioned to the Board that the upcoming budget did not include funds for painting the annex or installing new flooring at this location. She said this may result in the new equipment and cages being relocated to the annex to avoid having to traverse the back steps when equipment is tested or distributed for elections. There could be a possibility that the cages may need to be moved a second time in the future for painting and new flooring to be installed.

New Voting Equipment: Lisa noted that the new voting equipment is expected to be included in the budget (effective July 1.) She reported that she and Nick plan to distribute the ballot boxes to each precinct over the summer. Members suggested that they be given notice as they may assist in these efforts. It was noted that Logic & Accuracy testing of the equipment would be required.

Permanent Absentee Ballot List: Lisa informed the Board that she and Nick have worked extensively to contact voters on this list by mail if they have not voted in recent elections. She said this effort required staff to review each voter on the Permanent Absentee Ballot list precinct by precinct, to determine to whom a letter needed to be sent. Lisa said this labor-intensive process took about seven

full workdays and resulted in about 325 letters being sent. It is hoped that only those truly desiring a ballot by mail will request to remain on the permanent list.

Closed Session: As per Virginia Code Section 2.2-3711(A)(1), a motion was made by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, to enter closed session at 2:20 p.m. for the purpose of discussing the Annual Performance Evaluation for the Director of Elections.

Upon motion by Susan Threewitts, seconded by Sandra Parks, and unanimously carried, the Electoral Board reconvened in public session at 3:30 p.m. and noted that the only matter 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, according to VA Code 2.2-3712(D), based on a roll call vote as follows:

Sandra Parks -- aye; Rebecca Ruckman – aye; and Susan Threewitts -- aye

Reappointment of the Director of Elections: A motion was made by Rebecca Ruckman, seconded by Susan Threewitts, and unanimously carried, to reappoint Lisa Buracker Gooden to a four-year term as Director of Elections, effective July 1, 2023 through June 30, 2027.

Director of Elections – Goals for 2023-24: Lisa Gooden, Director of Elections submitted the following goals and objectives for 2023-24:

- Work with and train relatively new staff and future employees
- Review training materials to ensure they are concise and easy to understand;
- Plan for and organize new equipment in preparation for the November General Election
- Recruit election officers in preparation for 2024 election cycle
- Plan for March 2024 Presidential Primary

Potential Date for Logic & Accuracy Testing: Members suggested that the vendor (Election Services Online—ESO) be contacted with the following dates in mind for

testing for the November 7 General Election: September 12 (first choice), September 11 (second choice), or September 13 (third choice).

Upcoming Meetings/Events: The following list was presented.

DATE	Event
Tuesday, June 20 (8 AM – 7 PM)	Deadline for Candidates to File
June 2023	<ul style="list-style-type: none"> ▪ Annual Performance Evaluation for Director of Elections & ▪ Consideration of Reappointment of Director of Elections (4 yr. term) ▪ ELECT Training
TBD	Deliver of New Voting Equipment
September 2023	Logic & Accuracy testing for November 7, 2023 General Election
Friday, September 22, 2023	(First day of early voting)
October 2023	Election Officer Trainings (TBD)
Monday, October 16	Last Day to Register to Vote for Nov. election
Saturday, October 28	In person voting (9 – 5)
Saturday, November 4	(Last day to vote early 9 AM – 5 PM)
Tuesday, November 7 ELECTION DAY	EB visits precincts Lisa/Nick in office at 5 AM ---- until
Wednesday, November 8	9:30 AM (EB Canvass of Votes begins)
Friday, November 11	Veterans Day Holiday – Offices Closed
Monday, November 13	<ul style="list-style-type: none"> ▪ Canvass resumes (if not completed–time TBD) ▪ Signing of Abstracts – time TBD
Late November (TBD) by STATE BOARD	Potential Risk Limiting Audit (RLA) of

OF ELECTIONS	November 7 General Election
March 5, 2024	Presidential Primary

Adjourn: With no further business, a motion was made by Susan Threwitts, seconded by Rebecca Ruckman, and unanimously carried, to adjourn the meeting at 3:35 p.m.

Respectfully submitted,



Susan C. Threwitts, Secretary