



The **April 28, 2025** meeting of the Rockingham Electoral Board was called to order at 9:30 a.m. by Chairman David K. McQuilkin. The purpose of this meeting was to conduct the Logic & Accuracy (L & A) testing of voting equipment for the June 17, 2025 Democratic Party Primary.

Attendance: Electoral Board members in attendance: David McQuilkin, Chair; Rebecca Ruckman, Vice Chair; and Susan Threewitts, Secretary. Staff members in attendance: Lisa Gooden, Director of Elections; Emily Helms, Chief Deputy Director of Elections; and Maddie Paladino, Deputy Director of Elections. Also in attendance: Kimberlee Shoup Erney and Zack Weaver of Election Services Online (ESO).

Approval of Minutes of February 26, 2025: A motion was made by Rebecca Ruckman, seconded by Susan Threewitts, and unanimously carried, to approve the minutes of February 26, 2025, as presented.

Director of Elections Report: The following items were noted:

High School Senior Visits: It was noted that government classes from Turner Ashby, Broadway, Spotswood and East Rockingham visited the County Administration Center and met with various county departments. Students were given an overview of the election process and ways to register to vote by Emily Helms and Maddie Paladino.

Democratic Party Primary/Timeline: Lisa Gooden noted that there will only be a Democratic Party Primary on June 17, with the offices of Lieutenant Governor and Attorney General included. A draft schedule of events was noted as follows:

DATE	DEADLINE	NOTES
Mon., Apr. 28	L & A Testing	Begins at 9 a.m.
Fri., May 2	<ul style="list-style-type: none"> • Begin Early/Absentee Voting • Ballot Ready Date for Absentee Voting 	Begins 8 a.m.
Mon., May 26	CLOSED TO PUBLIC – Memorial Day	Offices Closed
Tue., May 27	<ul style="list-style-type: none"> • Last Day to Register • Books Close at 11:59 p.m.!! 	Mail must be postmarked on or before this date
Wed., May 28	Same Day Registration begins	8 a.m. – 4 p.m.

Wed., May 28	CAP Training/Preprocessing	10 a.m. --
Tues., June 3	Election Officer Training/BOS Room	10 a.m.
Fri., June 6	Deadline to request AB by MAIL	AB Apps must be submitted by COB
Sat. June 7	Early Voting – Office Open	9 a.m. – 5 p.m.
Sat. June 7	Election Officer Training/BOS Room	10 a.m.
Fri. June 13	CAP Preprocessing	10 a.m.-4 p.m./Former Rec. Conference Room
Sat., June 14	REGISTRAR'S OFFICE OPEN Deadline for Early/IN PERSON Absentee Voting	9 a.m. – 5 p.m.
Sun., June 15	<ul style="list-style-type: none"> • EPB Programming • Emergency Pollbook printing 	ALL DAY
Mon., June 16	<ul style="list-style-type: none"> • Deadline for receipt of emergency AB apps • Deadline for Business/Medical/Emergency applicants to apply in person • Chiefs Pickup Equipment/Supplies 	<ul style="list-style-type: none"> • 8 a.m. – 2 p. m. • 8 a.m. – 2 p. m. • Begins at 10 a.m.
★ Tue., June 17	DUAL PRIMARY ELECTION DAY!! ----- CAP Meets Process Absentee Ballots	Polls open 6 a.m. – 7 p.m. Time TBD/Rec Conference Room
Wed., June 18	Electoral Board Canvass of Votes/ GR Performance Evaluation	Canvass begins at 9:30 a.m.
June 18 + June 20	Canvass of Results	10 a.m. Continuation of Canvass
Thurs., June 19	OFFICES CLOSED - JUNETEENTH HOLIDAY	Possible work based on need
Fri., June 20	CAP Meets Process Absentee Ballots	12 Noon/Rec Conference Room
Fri., June 20	Last Day at NOON to receive AB by Mail	Must be postmarked on or before June 17, Canvass of Results from Post Election
Fri., June 20	Electoral Board Meets – Finalize Canvass	3 p.m. TENTATIVE

Annual ADA Inspection of Polling Places: After discussion, a motion was made by Susan Threewitts, seconded by Rebecca Ruckman, and unanimously carried, to approve the following Memorandum of Understanding with Valley Associates for Independent Living (VAIL) concerning the annual precinct visits/ADA inspections be scheduled the same day

as the June Primary. (Members agreed to ask Mrs. Brunk to accompany the Board on June 17 to hopefully visit all polling locations.)

MEMORANDUM OF UNDERSTANDING

Entity: Rockingham County Electoral Board is the proper governmental entity to be named in the MOA because this is the local Board endorsing the MOA and certifying ADA compliance to ELECT.

A. Period of Agreement: April 28, 2025 – October 15, 2025.

B. Goals of Agreement:

1. It is understood and appreciated that VAIL will complete their inspections of all polling precincts and provide a report of their findings and recommendations for each of the 30 polling locations by **October 15, 2025**, in order to give sufficient time for county staff to remedy any ADA accessibility concerns and for the Electoral Board to confirm ADA accessibility at a publicly held meeting before the November 1st ELECT due date.
2. VAIL will utilize the standard ELECT ADA checklist VAIL will utilize in its inspection of the polling (rev. 2023)

C. Funding: Rockingham County will reimburse VAIL at the hourly rate of \$70.28 with an estimated 1 hour per polling site for a total reimbursement of \$2,108.40. VAIL will provide an invoice upon completion of the evaluations.

D. Cancellation: Rockingham County and VAIL have significant exposure to potential reductions in federal, state, and local government funding during the period of this Agreement. Either entity may cancel this Agreement upon 30 days written notice to the other if significant funding reductions occur and priorities must be changed.

E. Modifications: Any modification to this Agreement between the date of signature and the date of expiration shall occur only with the mutual agreement of both entities as demonstrated by the dated signature of both entities.

F. Disagreements: The entities agree to use mediation to address any disagreements that they cannot otherwise resolve. In the event of contract breach between the Rockingham County Electoral Board and VAIL would require notice to and action by the Rockingham County Board of Supervisors. (Signed copy on following page).

Approvals:

_____/s/_____/ Date _____
Rockingham County Electoral Board Chair

_____/s/_____/ Date _____
Gayl Brunk, Executive Director/Valley Associates for Independent Living

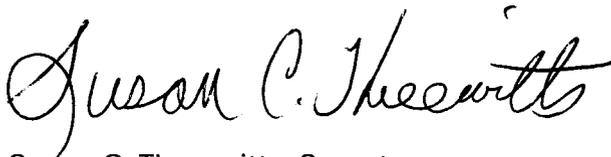
Election Officer Assignments: Lisa Gooden mentioned that precinct assignments for June were in progress and that there have been a few challenges due to several chiefs not being available and the fact that chiefs should technically be representing the Democratic Party. It was mentioned by Susan Threewitts that all polling locations will be open with fewer officers due to low voter turnout being expected.

Save Act and Executive Order: Congress's vote on the SAVE (Safeguard American Voter Eligibility Act) has been delayed with no date rescheduled. ELECT Policy has been analyzing the Executive Order and is currently in a holding pattern to see how litigation filed against the Order plays out. Neither of these items will affect the June Primaries. Virginia is already in compliance with several aspects of the Executive Order: SB80 requires we use no funds or receive any gifts from outside sources; have a robust list maintenance program; and use paper ballots.

Recess: The Board recessed at 10:25 a.m. to conduct the Logic & Accuracy (L & A) testing with representatives from ESO.

Reconvened: The Board reconvened and the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

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

Susan C. Threewitts, Secretary

Memorandum of Agreement

This Memorandum of Agreement is entered into by Valley Associates for Independent Living, Inc. (hereafter "VAIL") and the Rockingham County Electoral Board (hereafter "the Electoral Board"), "the entities", in order to establish the agreement regarding Americans with Disabilities Act (ADA) accessibility evaluations of the polling place locations in Rockingham County.

A. Term of Agreement: April 28, 2025 – October 15, 2025

B. VAIL Duties and Responsibilities

1. VAIL shall conduct on-site evaluations utilizing the ADA checklist provided by the Virginia Department of Elections (form ELECT-310C, rev. 2023) of each of the 30 polling place locations in Rockingham County to determine the location's compliance with the ADA (§ 42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§ 52 USC 20102), and the Virginia with Disabilities Act (§ 51.5-1 et seq).
2. VAIL will submit a written report of its findings to the Electoral Board no later than October 15, 2025.
3. In its report, VAIL will recommend any modifications or changes needed to bring each polling place location into compliance with ADA accessibility guidelines.

C. Terms of Payment

The Electoral Board agrees to pay VAIL \$70.28 per hour for its services. The total cost of services is approximately \$2,108.40 based on one (1) hour estimated per polling place location. The Electoral Board will remit payment to VAIL upon completion of the ADA accessibility evaluation and report and within thirty (30) days of receipt of invoice.

D. Cancellation

Either entity may cancel this Agreement upon 30 days written notice if significant funding reductions occur.

E. Amendment

This Agreement may be amended only by a writing signed by both entities.

F. Disputes.

The entities agree to refer disputes arising from this Agreement to mediation. An agreement arising out of mediation does not become binding upon the Electoral Board and/or the County of Rockingham, Virginia, unless it is affirmed by the action of the respective public body.

Approvals:


Chair, The Electoral Board of Rockingham County

5-3-2025
Date


Gayl Brunk, Executive Director
Valley Associates for Independent Living, Inc.

5-14-2025
Date