



The **February 24, 2026** meeting of the Rockingham County Electoral Board was called to order at 9:30 a.m. in the Registrar's Office Annex, 20 East Gay Street, Harrisonburg, by David K. McQuilkin, Chair. Electoral Board members present included: David K. McQuilkin, Chair; Timothy L. Woodward, Vice Chair; and Susan C. Threewitts, Secretary; Also in attendance: Lisa B. Gooden, Director of Elections; Emily Helms, Chief Deputy Director of Elections; and Maddie Paladino, Deputy Director of Elections.

Also in attendance: Ralph Hensley, III, Chair-Rockingham Democratic Party; Michael Bowen, Director of Technology; and Dusty Moyer, Deputy Director of Technology.

The purpose of this meeting was to conduct regular business and to also meet with technology officials in closed session regarding the Annual Voting System Security Plan.

Discussion of Minutes of January 13, 2026: During the discussion of the 'draft' minutes from the previous meeting, Tim Woodward suggested that since no formal vote was taken regarding the temporary relocation of 503-McGaheysville precinct that no action be taken regarding the approval of the minutes until an official vote on the temporary relocation of 503-McGaheysville is forthcoming. This discussion will commence at the next meeting to be held March 2.

A motion was made by Tim Woodward, seconded by David McQuilkin, and unanimously to approve the minutes of January 13, 2026 noting that formal action on the relocation of 503-McGaheysville would be taken at the next meeting.

Director of Elections Report:

Election Officer Appointments & Resignation: A motion was made by Susan Threewitts, seconded by Tim Woodward and unanimously carried, to approve the following:

Appointments:

Brenda L. Berge (R)	Joseph Nallen (I)
Kathy Buracker (R)	Lise Boutin-Beaudette (R)
Thomas G. Young (I)	Warren W. (Woody) Stoke (I)
Dylan Taylor (I)	

Resignation:

Kelli Williams Weaver – effective immediately
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Annual ADA Inspection of Polling Places: As a reminder, every polling location must have a yearly inspection with respect to the Americans With Disabilities Act. Gayl Brunk (Executive Director of Valley Associates for Independent Living – VAIL) has agreed to perform the ‘fee based’ inspections as has been done for several years. A motion is in order to approve the following agreement for 2026 (same fee/rate as the previous year):

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: February 24, 2026 — September 30, 2026

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 **September 15, 2026**.

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.

503-McGaheysville Polling Location: Lisa Gooden mentioned that Steve Reid, RCPS Maintenance Director, has said that McGaheysville Elementary School would be available for voting in April, but if a June primary is held, it may not be. She said Mr. Reid said there is a chance that school could also be cancelled for the April 21 special election (if one is held).

101-Broadway Polling Location/Options if Relocation is Considered: Maddie Paladino, Deputy Registrar, recently toured Cornerstone Church of Broadway and shared a video of this location with members of the Board. During this discussion, members were apprised of the options that would be available. It was discussed that a tour of this facility could possibly be arranged soon, with action taking place after that time. A motion by Tim Woodward was offered and seconded by David McQuilkin and unanimously carried, noting that a formal decision on this matter could be made after the tour.

Registrant Count: It was noted that the registrant count was 60,865, as of this date.

Know Ink Pollpads: It was noted by Emily Helms that an update on this matter would be provided at the next meeting.

Closed Session to Discuss Annual Security Plan: A motion was made by Tim Woodward, seconded by Susan Threewitts, and unanimously carried, to enter Closed Session at 10:18 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."

Motion to Return to Regular Session: A motion 10:29 a.m. was made by Tim Woodward, seconded by Susan Threewitts, and unanimously carried, to return to regular session at 10:43 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 - 3

NAYS - 0

McQuilkin: aye

Woodward: aye

Threewitts: aye

Adjourn: A motion was made by Tim Woodward, seconded by Susan Threewitts, and unanimously carried, to adjourn the meeting at 10:57 a.m.

Susan C. Threewitts, Secretary