

Minutes of the 7 June 2024 Electoral Board Meeting

This meeting of the Fluvanna County Electoral Board (Board) was called to order by the Chair of the Board, Scott Newman at 10:23 AM on 7 June 2024 in the Morris Room in the Fluvanna County Administrative Office Building. Present were Scott Newman, Chair, Roman Bakke, Vice Chair and Joyce Pace, General Registrar. Dan Graff, Secretary of the Electoral Board was unable to attend due to unanticipated employment obligations. The two members present established a quorum. Roman Bakke was designated as Acting Secretary for this meeting.

The minutes of the May 3, 2024 meeting were approved as amended.

There were no completed applications available to appoint new Officers of the Elections.

The counting, organizing and packing of ballots for the June 18th primary was planned for the week of June 10th.

The Board discussed the preliminary proposal submitted by Calvacere Sales dated 5/28/24 for the maintenance and support of the existing system of Electronic Pollbooks with a start date of Dec 1st 2024. The Board will review the proposal in detail when a final proposal is submitted. If considered favorably, the contract may require the approval by the Fluvanna Board of Supervisors.

Roman Bakke will provide the General Registrar with a copy of the final Telework policy as approved by the Board in May.

As approved by the Board at the last meeting, Joyce Pace will continue to investigate the level of support for Electronic Pollbooks needed for the remainder of the current year.

As a follow-up to the discussion at the last meeting, the County Administration was contacted to see if personnel at the County had the appropriate experience to conduct an accessibility evaluation of each voting location as required by the Virginia Dept of Elections. The evaluation determines whether each location meets the standards required by the Americans with Disabilities Act (ADA). The response from the County is still pending.

The Board reviewed the newly built ramp at the Columbia Precinct.

The Board reviewed the requirement to update the Voting System Security Plan due 6 Sept 2024 and designated the update as an action item.

The Board also identified the need to certify the new policies developed by B W Murray & Co, Inc as an action item for the July Board Meeting.

The status of the completion of the Memorandums of Understanding (MOU'S) with the five precincts was discussed. The County attorney has acknowledged that completion of the project is in process.

Joyce Pace led a discussion on methods to improve training of Officers of the Election (OE's), especially the use of on-line courses available from the State Electoral Board.

The Board reviewed dates relevant to the upcoming June primary.

Scott Newman motioned to adjourn, Roman Bakke seconded the motion, all voted Aye. The meeting was adjourned at 11:34 AM.

Roman Bakke

Acting Secretary of the Electoral Board