



County of Dinwiddie Electoral Board

BOARD MEMBERS

EMMA RUFFIN
CAROLYN WORSSAM
JAMES TALBOT

Minutes

April 10, 2023 @ 10:00 A.M.

1. **Call to Order:** Ms. Emma Ruffin, Chair, called to order the meeting of the Dinwiddie County Electoral Board at 10:01 a.m. on April 10, 2023, in the Voters Registration Office at the Pamplin Building, followed by saying of the Lord's Prayer and the Pledge of Allegiance by all.
2. **Roll Call:** In attendance were: Emma Ruffin, and Carolyn Worssam, Secretary, and James Talbot, Co-Chair, a member of the Republican Party, is a new member of the Electoral Board. Mr. Talbot replaced Ms. Stephanie Anaya who resigned on March 14, 2023.
3. **Prayer**
4. **Approval of the Agenda:** The agenda was approved by C. Worssam and a motion was seconded by the James Talbot.
5. **Approval of minutes** from the March 14, 2023 meeting: The March minutes were read by the Secretary. The minutes were approved pending corrections. A motion was made by J. Talbot seconded by E. Ruffin. All voted Aye. Motion passed.
6. **General Discussion:**
 1. At the end of the March board meeting Ms. Wray submitted to the new Chair a nine-month schedule of agenda items to be considered by the Board. The items listed on the draft schedule would be used as agenda items for the board. The times indicated for the meetings were at 1:00 P.M. The time was not convenient for the Board members. A motion was made to change the meeting times. A motion was made by C. Worssam, Secretary, seconded by Mr. James Talbot that the Board change the time to 11:00 A.M. Motion carried.
 2. Newspaper article regarding Officers of Election Party Representation at Polling Places on the day of election. The Board was encouraged to keep this in mind when scheduling officers to polling places and were referred the Constitution of Virginia, Article 2: Section 8 and to the Virginia Code section 24.4-115.
 3. "I Voted" Sticker Contest, Ms. Wray announced a winner for the I Voted Sticker Contest had been decided. The winner is Eric Edwards.
 4. Logic and Accuracy Testing
 5. Ballots certification by the Board: See Ballot Standards, please refer to the handout for specifics. Ms. Worssam has been working on a notebook that is specific to Board duties.

How to run a meeting, and how to be a Chairman, Secretary duties and Vice Chair duties as well as other useful information that would helpful to a new board member.

6. Interviews of potential officer of elections candidates was discussed. It was decided that those candidates would be interviewed on April 19, 2023 at our regular meeting. James Talbot and Emma Ruffin volunteered to divide the list and make calls to those individuals.
7. Virginia Electoral Board Association Annual Meeting review. Ms. Worssam shared the information listed below. For more specific information, you can visit the VEBA website (www.vebanews.com) to read about the presentations

Outlined the topics that were presented at the meeting.

- i. Legislative Update presented by Barbara Tabb
- ii. Accessible Polling Places presented by Karen Karney We need to visit all polling places annually to be sure they remain ADA compliant.
- iii. HR Performance Management presented by Angelia Vernon
- iv. Canvass 201 presented by Barbara Tabb
- v. How to Run a Meeting presented by Dr. Edward Long
- vi. U.S. Election Assistance Commission (EAC) presented by Donald Palmer
- vii. Interview questions from previous interviews.

7. **Registrar Report**

Ms. Wray volunteered to retype the Officer of Election interview questions. Officer Election training was discussed and will be discussed in more detail later. Ms. Wray also shared the online training and admitted the training has gotten off course occasionally and omitted the voting machine training. She also suggested the new officers should come in and work with officers of elections at the absentee voting polling place. This was done at the Special election in February and worked well with the one temporary officer who needed to be trained at the last minute.

8. **Public Comments: None**

9. **Next meeting:** There was no other business to discuss. The next meeting was scheduled for April 19, 2023 at 11:00 A.M.

10. **Meeting Adjourned:** The Chair, Ms. Ruffin called for a motion to adjourn the meeting. C. Worssam, Secretary, made motion to adjourn the meeting. Seconded by James Talbot. All voted aye. Meeting adjourned at 11:27 A.M

Respectfully Submitted,

Carolyn Worssam

Secretary