



# County of Dinwiddie Electoral Board

## BOARD MEMBERS

EMMA RUFFIN  
CAROLYN WORSSAM  
JAMES TALBOT

## Minutes

April 19, 2023 @ 11:00 A.M.

1. **Call to Order-** The meeting of the Dinwiddie County Electoral Board was held on April 19, 2023 at 11:01 A.M. in the Voter Registration Office in the Pamplin Building, Roll Call - The Chairman (Emma Ruffin) being in the Chair, The Vice Chair (James Talbot) and the Secretary (Carolyn Worssam) were all present.
- 2./3. **The Lord's Prayer** and the **Pledge of Allegiance** were recited by all.
4. **Approval of the Agenda:** James Talbot, motioned, Carolyn Worssam seconded and all voted aye to accept the agenda. The motion carried.
5. **Approval of the minutes** – The April 10 2023, minutes were incomplete pending implementation of corrections/updates.
6. **Closed Session** – At 11:08 A.M., the Chair called for a motion to go into a closed session under 2.2-3711 (A) (1) Personnel. James Talbot made the motion, second by C. Worssam. All voted aye. Motion carried.
  - A. Interview of Potential Officer (s) of Election
  - B. Discussion Regarding the 2023-2027 General Registrar TermA lengthy discussion regarding (A) and (B) above took place.

At 11:25 A.M., the Chair called for a motion to come out of closed session under 2.2-3711 (A) (1) Personnel. A motion was made by James Talbot, second by C. Worssam. All voted Aye. Motion carried.

The Chair read the Certification, and James Talbot made a motion to accept the certification, second C. Worssam. All voted Aye. Motion carried.
7. **Appointment of Officer (s) of Election** - The individuals who were interviewed were:
  1. Pastor Harvey Holloway
  2. Ms. Debra Jones
  3. Leo Fisher

The Chair called for a motion to appoint/accept Pastor Harvey Holloway and Ms. Debra Jones as officers for the term of 2023-2026. Mr. J. Talbot made a motion to accept and seconded by C. Worssam. All voted Aye. Motion carried.

A motion was made by J. Talbot second by C. Worssam to NOT approve Mr. Leo Fisher. The vote was J. Talbot -No, C. Worssam – No, E. Ruffin - Yes. The vote: Nays 2 and Aye 1. The Nays have it. Motion carried.

## **8. General Registrar Report & Review of Upcoming Dates**

Ms. Stephanie Wray, General Registrar/Director of Elections presented a PowerPoint Report & Review of the Upcoming June 20, 2023, Primary Election. She handed out a report covering the presentation for review. A discussion of the topics included in the presentation is discussed below. Report is also attached.

## **9. Approval of Ballots for the June 20 2023 Primary Elections**

A copy of the Ballot Standards from the Virginia State Board of Elections August 2022 had been handed out to the two new EB members by C. Worssam at a previous meeting for their review. A Ballot power point presentation was presented by the Registrar.

The ballots from ELECT were reviewed per protocol and were approved with changes. Ballots are now ready for printing. A motion was made by J. Talbot, seconded by C. Worssam. Motion passed with all ayes (Mr. Talbot, C. Worssam and E. Ruffin)

## **10. Approval of Ballot Order for the June 20, 2023 Primary Elections**

Ballot data from previous elections was distributed to the electoral board members for review. A discussion ensued regarding the number to order. (See Attached) A motion was made by J. Talbot, seconded by C. Worssam. Motion passed with all ayes (Mr. Talbot, C. Worssam and E. Ruffin) to approve the number of ballots as provided by the Registrar for ballots for the June 20, 2023 Primary.

## **11. Training Plan Discussion**

Ms. Wray continued her presentation to the Electoral Board by discussing the power point regarding the June 2023 Officer of Election Proposed Training Program training of officers of election and included the Department of Election Training Standards where she had included on her power point what standard applied to which frame in the power point.

She also mentioned that training for officers should Not be more than 30 minutes with a 30-minute Q & A session. For new officers training should be longer.

“What if” scenarios were another option for training. Ms. Worssam copied scenarios from the “What If” guide onto strips of paper with questions from the guide to be answered by the officers using their What If guide as part of training. This approach encourages the officers to use the educational material provided by the State Department of Election.

Mock Election scenarios was another option. A Registrar from another locality is going to implement a Mock Election. Ms. Wray plans to wait and see how his implementation works out before she tries it in Dinwiddie. Ms. Wray will be working on a table top exercise for a mock election over the summer. (A Mock Election was proposed on July 13 and September 7 of 2021 by Ms. Worssam. It was not warmly accepted at that time by the registrar and two electoral board members but was actually scheduled and provided for new officers of election on September 30, 2021 in the Board Room of the Pamplin Building. Questions related to the What If situations were also developed by Ms. Worssam to get officers familiar with the use of the guide on Election Day).

Review Electronic Poll Books – there is a glitch with the EPB’s that probably will not be fixed until closer to the election. Demtech, the vendor for the EPB, will be coming up with an on-line training on the pollbooks. This training will also have tests that can be sent back to the Electoral Board for review and filing in their files.

Ms. Worssam mentioned that there have been officer of election problems with the current training sessions, i.e. machines left at polling place after an election, ballots being open and counted at a chief residence and not recounted at the polling place, marking of absentee voters in the paper pollbook at their home, not knowing how to remove a tabulator from the ballot bin, chiefs not completing evaluations of the officers they have worked with, taking ID’s of 3 voters all at once and trying to handle all of them at the same time, problems with ballot count sheets, incomplete provisional ballot envelopes. It was decided by the Board to table the training discussion until the next meeting.

Ms. Worssam introduced a training project that does not require revamping ELECT’s guides or standards. The Department of Election has an on-line training course for officers of election that has a test at the end of each section. There are a total of 10 sessions. The officer of election would read the information then take the test and send the test to the Electoral Board as proof they have completed that part of their training. The next part of the training would include training from the Election Day Guide and What IF guide which the state provides each locality before an election. When you add the videos on the machines plus some hands-on experience with the machines, instruction on paperwork and the EPB, one has covered the training exercises. It would be nice to decide on one training we could use after each election instead of going through the task of developing a new plan every election.

Since this is a lengthy task, it was decided by the Board to table the training discussion until the next meeting.

Ms. Worssam shared training information with the new board for their continued training.

- I. On the Draft schedule review all the topics listed for each meeting. Example: Logic & Accuracy testing. Read about the topic in the GREB Handbook and in the Virginia Election Code Book.
- II. Review officer of election information and appointments. We will do a staffing plan at the next meeting. The numbers next to the polling place number is the number of voters registered for that polling place.
- III. The 2023 Deadline Calendar is a valuable tool. I hope you will use it.
- IV. A handout of the VEBA Districts was provided.

- V. South Central District will be having a meeting in Victoria, Virginia, the first Saturday in September. Donna Dagner, Lunenburg County Electoral Board, is the Chair of the South Central District and will be sending a notice closer to the date.
- VI. A. Mandatory meeting for all Electoral Board members will be July 20. Notice will come later from ELECT.

**12. Public Comments - None**

The next meeting is scheduled for May 17, 2023 at 11:00 A.M.

**13. Adjournment** - The Chair called for a motion to adjourn the meeting. James Talbott made a motion to adjourn the meeting, second by C. Worssam. All voted Aye. The meeting was adjourned at 3:18 P.M.

**Respectively Submitted**

**Carolyn Worssam**

**Secretary**