



# County of Dinwiddie Electoral Board

## BOARD MEMBERS

EMMA RUFFIN  
CAROLYN WORSSAM  
JAMES TALBOT

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## Dinwiddie County Electoral Board Meeting Minutes June 7, 2023 @ 11:00 A. M.

### 1. Call to Order/Roll Call

The meeting was called to order by Chairwoman Emma Ruffin at 11:07 A. M. James Talbot V. Chair, E. Ruffin Chair, Carolyn Worssam Secretary, were all present.

### 2. Prayer

The Lord's Prayer was recited by all present.

### 3. Pledge of Allegiance

The Pledge was recited by all present.

### 4. Approval of the Agenda

a. C. Worssam made a motion that we

1. remove the closed session on the agenda and schedule the evaluation of the registrar July 2023 and add:
2. Polling place ADA review before the election,
3. canvass review, EB assignments and
4. AB voted ballots dropped at polling places.

J. Talbot made the motion to approve the agenda. Motion was seconded by C. Worssam. All voted Aye. Motion carried.

### 5. Approval of the minutes from May meetings.

Motion made by J. Talbot to approve the minutes from May 4, May 17, and May 22. Seconded by E. Ruffin. All voted aye. Motion carried.

### 6. Registrar Report

- a. Preprocessing of mail in ballots has been changed by ELECT. The new changes are June 13<sup>th</sup> at 10:00 A. M. and on June 23 at 4:00 P.M. Motion made by C. Worssam and seconded by J. Talbot all voted aye. Motion carried
- b. Logic and Accuracy testing of electronic pollbooks has been changed to June 14 at 2:00 P.M in the voter registration office.

c. New Officer Mr. Holloway is arriving at the voter registration office at 1:00 P.M. to complete the on-line training and the electronic ballot machine video.

Debra Jones will attend electronic pollbook training at 1:00 P. M. She will be taking the on-line training at home and will bring copies of her tests to the electoral board to file. She will be coming to the voter registration office to watch the electronic voting machine video.

d. Chief's will pick up election material on Sunday June 18 and Monday June 19. A schedule has been sent via email for them to sign up for a day and time for training.

e. Ms. Wray, registrar, is concerned we may not have enough ballots for each polling place on Election Day. She is recommending the board agree to place an additional order for a small number of ballots for each polling place.

A motion was made by J. Talbot seconded by E. Ruffin. All voted aye. Motion carried. An additional 50 to 100 ballots will be ordered for the polling places.

f. The Registrar hand out a Cumulative Control Totals (June 7, 2023) for Absentee Voting both walk in and mailed. There were 697 ballots received, 349 ballots issued by mail, 347 ballots issued in person, 1 ballot issued by email. There were 697 ballots sent, 168 received by mail, 348 received by in person for a total of 539 ballots received. There are 158 ballots as yet not received.

g. Candidates can still file paperwork to run for local and state offices until June 20, 2023.

Ms. Worssam Secretary asked the registrar for a blank copy of the training sign up sheet and a copy of the Absentee Guidance for handling absentee ballots dropped off at the polling places.

## **7. Election Day Plan**

a. The Board established 4:00 P.M. as the time for the CAP precinct to arrive Election Day for closing out the ballots on Election Day.

b. The Board made assignments for visiting polling places on Election Day.

C. Worssam will be responsible for 101 White Oak, 102 Rocky Run, 103 Church Road and 401 Dinwiddie.

E. Ruffin will be responsible for 201 Rohoic, 202 Sutherland, 302 New Hope, 501 Edgehill and 502 Chesdin.

J. Talbot will be responsible for 301 Reams, 303 Little Zion, 402 McKenney, 403 Cherry Hill.

c. C. Worssam will also visit all polling places as she has done before. This allows her to learn the county and get to know our officers and our officers to get to know her.

All board members have a copy of a Quality Assurance worksheet to use when visiting our polling places.

d. A motion was made that the board will meet at the voter registration office on June 12, 2023 at 9:00 A. M. to visit our polling places to assess for Americans for Disability Act compliance.

## **8. Final Staffing Plan**

The board discussed the staffing plan submitted by the registrar. Changes were made by the board. J. Talbot made a motion to accept the changes made by the board and seconded by C. Worssam. All voted aye. Motion carried.

## **9. Public Comments:**

None

## **10. Adjournment**

The next meeting of the Board will be June 21, 2023 at 3:00 P.M. where we the begin the Canvass of the Election.

The Chair called for a vote to adjourn. Motion made by J. Talbot seconded by C. Worssam. All voted aye. Motion carried.

Meeting adjourned at 2:11P.M.

Respectfully Submitted

Carolyn Worssam

Secretary