



County of Dinwiddie Electoral Board

BOARD MEMBERS

EMMA RUFFIN
CAROLYN WORSSAM
JAMES TALBOT

**Dinwiddie County Electoral Board
September 13, 2023 at 10:00 a.m.**

1. Call to Order/Roll Call

The meeting of the Dinwiddie County Electoral Board was called to order by the chair Emma Ruffin. The Roll was called by Secretary C. Worssam. All members were present, E. Ruffin, J. Talbot V. Chair, and C. Worssam. Registrar (Guest) S. Wray.

2. & 3. Prayer and Pledge of Allegiance

The Lord's Prayer and the Pledge of Allegiance were recited by all.

4. Approval of the Agenda

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

5. Approval of the Minutes: Canvass of Election, August 30, 2023

An error was found in the August 30 minutes. Candidate names for polling places 101, 102, and 103 were missing. Motion made by J. Talbot to approve the minutes except for the omission of candidate names in the above polling places. A second by E. Ruffin. All voted aye. Motion carried. August 30 minutes to be corrected.

6. Annual ADA Compliance Confirmation

There was a discussion about the new ADA compliance evaluation that is to be done by the electoral board annually. Dinwiddie Board has already completed the evaluation for 2023 but we need to compare and review the two plans to see if we covered everything. If we left anything out then we will go back to the polling places to complete those tasks. **The board will compare the two lists at the September 27 meeting. The deadline for completing the new checklist is Monday, October 16, 2023. A date was not set for this activity at this meeting and no vote was taken at this meeting.**

Ms. Wray will show the secretary how to use the form site for uploading documents to ELECT.

Questions for the registrar by the Board:

1. Since the registrar contacted county maintenance, have the new handles been installed on the doors at Diamond Hill Hunt Club and Cherry Hill? Registrar: Yes.

2. Have the weights for our cones been ordered and are they here for use at the November election? Registrar: No, they have not. The price for the cones is reasonable but the shipping is high making the total cost \$315.00. Ms. Wray suggested we cable tie bricks (free) to the cones to keep them in place. Two of our officers have used heavy rocks on the flat part of the cones but when the wind is strong the rocks fall off and the cones fall over. Mr. Talbot suggests we try the bricks at the voter registration office for early voting for three weeks. If the bricks and cable ties do not work then we will order the weights.

3. For evaluation purposes of the registrar the board asks her to provide the board with a copy of what she did so it could be put in her file.

4. Where are pollbooks, statement of results, absentee voter list for public inspection.

5. Registrar programs the thumb drives after she cleans the thumb drives then the thumb drives are inserted into the voting machines. The first tape shows the last election. Then the machines are programmed with the election from the thumb drive.

6. Electoral Boards should not be picking up campaign signs after an election. There was a discussion. One of our polling places (a church) has complained about all the signs being left on their property. The registrar will contact someone in Petersburg and get their information on campaign signs as littering.

7. Early Voting & Satellite Offices

1. Early voting starts September 22nd. CAP one electoral board member is present when preprocessing is done. Preprocessing this year is October 31 and November 4 this year (2023).

2. There are no Satellite Offices in Dinwiddie County. We do not have the population to justify having a Satellite office for election.

8. Review of Officers of election List

1. A. Wingfield may not be working; she has taken a traveling nurse job and may not be available.

2. Each polling place was discussed as well as the staff we currently have.

3. The board discussed sending a letter to OOE who have not worked in a while to determine their availability for this election and future issue. James Talbot will review the letter before it is sent. Mr. Henderson.

4. Winnie Kelley, we have not heard from her yet.

5. Ronald Brooks put on an inactive list. He has been sick and not able to work. He has not worked in a year.

6. Telica Godsey hurt her knee in the spring. She has had surgery but has not worked in almost a year. Send her a letter.

7. Mr. Riley has had a stroke. He is doing better but will not be able to work the November 7 election. Ms. Robinson has been an assistant chief many times and has said she would be interested in a Chief position.

8. Sherry Merrill has said she is interested in being a chief. Mr. Merrill is not interested in being a chief.

9. Mr. and Mrs. Wyche are sick and will not be able to work. They have already sent a letter of resignation.

10. People to keep in mind for future elections who are aging out or are sickly. Jessie Westerfield, Mr. and Mrs. Bland.

11. 13 forms of interest from voters who say they are interested in being officers of elections. The secretary has only heard from one person.

12. Letters have been sent to everyone who has expressed an interest in being an officer of election. Waiting for replies.

13. Election Day Page Program this year we have one student who has signed up and possibly several more. The students get school credit for participating in the program. What they can actually do is limited.

Based on our current staffing we need eight new people right now.

9. Approval of Training Plan

Stephanie is working on the training plan and will be assigned to the electoral board their part. She will teach the chiefs and assistant chiefs. The rest of the material will be divided up between the electoral board members. Not all OOE attended, all the training last time and there were problems. Many of the problems at the last election happened because they did not attend all of the training, i.e. training setting and connecting merlin and stating up the electronic pollbook. A discussion centered mostly around having new officers attend online training. Ms. Worssam does not think new people should be doing online training. They need to be in a classroom environment so they can learn as a group from others and are able to ask questions. The registrar is developing the training guide. The State has developed a teaching plan for us to use why do we not use it? They also provide a "What If" guide so officers of election will learn how to solve common issues that occur on election day. We do not use these documents in Dinwiddie County. Why??

J. Talbot made a motion for Ms. Wray to continue her plan and bring it to the board for review. The motion was seconded by E. Ruffin. 2 aye votes J. Talbot, and E. Ruffin and 1 nay vote C. Worssam. Ms. Wray thinks she can have her plan for the electoral board review possibly by September 27, 2023 or she will come up with a couple of other days. C. Worssam made a motion that all officers of election must attend all training

10. Public Comments

None.

J. Talbot made a motion that the board take a 35-minute recess break for lunch. Motion second by C. Worssam. All voted aye. Motion carried.

The Board reconvened at 1:20 p.m.

11. Closed Session: 2.2-3711 (A) (1) Personnel

A. Discussion Regarding the Goals, Objectives, and Delegated Duties of the

General Registrar.

C. Worssam made a motion that the board go into closed session. Motion seconded by J. Talbot. All voted aye. Motion carried at 1:30 p.m.

Ms. Worssam left the closed session.

Respectfully Submitted

Carolyn Worssam

Secretary

The following minutes were taken by James Talbot Vice Chair.

A. Discussion Regarding the Goals, Objectives, and Delegated Duties of the General Registrar.

At 3:41 p.m. J. Talbot a motion to come out of closed session and renew the open meeting. The motion was seconded by Emma Ruffin and a vote was taken with 2 ayes (Mr. Talbot and Ms. Ruffin)

A motion was made by J. Talbot that it be certified that in the closed session only the goals, objectives, and delegated duties of the General Registrar – 24.2-3711 (A) (1) Personnel – heard, discussed, or considered. The motion was seconded by Emma Ruffin and a vote was taken with 2 Ayes (Mr. Talbot and Ms. Ruffin).

Signed and submitted by James G. Talbot.

A list of goals for the registrar 2024 evaluation plus any delegated EB duties to the registrar were not provided to the secretary to be posted in the minute book.

12. Resolution Regarding Delegation of Duties

A motion was made by James Talbot at 3:43 p.m. that the resolution of the matter discussed in the closed session be “tabled” until the meeting on 9/27/23 of the electoral board. The motion was seconded by Emma Ruffin and a vote was taken with 2 ayes (Mr Talbot and Ms. Ruffin).

13. Adjournment

At 3:44 p.m. the meeting was adjourned.

Respectfully Submitted,
Carolyn Worssam
Secretary