



County of Dinwiddie Electoral Board

BOARD MEMBERS

EMMA RUFFIN
CAROLYN WORSSAM
JAMES TALBOT

Dinwiddie County Electoral Board Meeting Minutes September 27, 2023 at 11:00 A.M.

1. Call to Order/Roll Call

The meeting was called to order by the chair Emma Ruffin.

The roll was called by C. Worssam Secretary. All were present. Guest: S. Wray, Registrar and 4 interviewees, C. Wells, V. Harper, T. LaVance, and Teresea Stump.

2. & 3. Prayer and Pledge of Allegiance

The Prayer and Pledge OF Allegiance was said by all.

4. Approval of the Agenda

The chair called for the review and approval of the agenda.

J. Talbot made a motion to approve the agenda, Ms. E. Ruffin 2nd. E. Ruffin and J. Talbot voted aye. C. Worssam voted Nay because some of the topics on the agenda would require lengthy discussions, then a vote. She also stated she had to leave today, Wednesday at 1:30 P.M. Motion passed.

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

A. Interview of Potential Officers of Election

J. Talbot made a motion for the Board to go into closed session for the board to conduct interviews for officer of election (OOE). E. Ruffin 2nd. All voted aye. Motion carried at 11:05 A.M.

The certification was read by J. Talbot. J. Talbot made a motion the board come out of closed session. Motion 2nd by C. Worssam. All voted aye. Motion carried 12:03 P.M.

6. Appointment of Officers of Election

J. Talbot made a motion to appoint the 4 individuals who were interviewed. Motion was seconded by C. Worssam. All voted aye. Motion carried. All officers, (Cynthia Wells, Yolanda Harper, Teresa Stump and Tami LaVance) who were interviewed today were appointed as officers of election Starting September 23, 2023 through February 2026.

7. Approval of the minutes: September 13, 2023

Minutes were distributed to board members for review. Members were questioning some of the information the secretary had put in the minutes and wanted it removed. Ms. Ruffin said she needed time to digest these minutes. These conversations were part of the closed session and the minutes will not be approved until the information the board questioned was removed. Mr. J. Talbot made a motion to strike the closed session. Seconded by E. Ruffin. J. Talbot and E. Ruffin voted aye. C. Worssam voted Nay.

8. Training Plan

According to Ms. Wray, the secretary misquoted the chief training and which should read: "the Chief binder she was putting together was just one part of the chief the training."

Questions for the Registrar from the secretary, C. Worssam

- What is the registrar paying the staff she has hired to work the absentee walk-in voting? The part time staff that she has gets paid \$12.48/hour. That rate of pay is a county standard, the registrar did not set that rate of pay. Does this money come out of the Electoral Board budget money? The money comes out of the budget for elections/voter registration.
- Who are the staff workers you have hired? Connie Capone, Thelma Miles and Dorothy Pegram. They are classified as part time office assistants during Absentee walk-in.
- What training are you providing for the absentee walk-in staff? They would be trained on the electronic pollbook and whatever else they would need. The classified office assistants mentioned also work as officers of election (OOE) on Election Day.
- What training are you providing for the CAP officers of election? What ever is in the new CAP Election Day Guide? The guide looks like it applies to all localities. CAP officers will get their training before pre-processing and I have not done that yet. There is a new CAP Election Day Guide this year.
- Who is working as the Chief and Assistant Chief for the CAP? Mr. Reese, chief and Thelma Miles as assistant chief. Discussion: Since the CAP has expanded, the electoral board electoral needs to talk to Mr. Reese about his roll as the chief and the new expectations and possibly designate a new chief for the CAP. The electoral board must approve the staffing for the CAP which has not been done yet. The current chief is not very strong in leading or in the process paperwork. We need someone who is strong in paperwork and a strong leader.

8. Training Plan

The fall training calendar prepared by the registrar was reviewed.

Ms. Wray: This calendar is the result of looking at everyone's schedules to get people together to provide a training. This calendar is the Registrar's attempt to do that and all these things are moving the sheet.

Ms. Wray: I also did put on here a proposed time for Logic and Accuracy for the electronic pollbook just so you all keep in mind that all these things are moving. Calendar starts 10/8 thru Nov. 18. I wanted you all to see that and what I handed out to you.

Mr. Talbot: I have something October 14, 2023 out of town that afternoon. I can be here but must leave sometime around noon. Would that be screw up?

Ms Wray: Its whatever you all decide as far as your plan for splitting it (our part of the plan) one of the board members could cover it. I pray you all would not want me to do a training on the 21st that would be my last weekend off until November 11, 2023. If you decide to go ahead with this, will we send out and it can be moved its just me looking at their schedules people don't usually want to schedule on a Wednesday night so I try to stay away from Wednesday night and Tuesday nights is when there is Board meetings so I try to stay away from that so we can use the facility.

Ms. Worssam has an appointment in October but does not have the date. She will have to check her calendar and get back with the board with the date.

Ms. Wray: Once you all approve what you want to do, I will send out a signup list so people can sign up. I really do not like to have this many trainings but it does seem that small groups work better especially with the pollbook and the voting machine parts of it.

Mr. Talbot: has a question about the people over at Midway and the pollbook. Is there a way to get those people's hands on the pollbook?

Ms Wray: Yes, they get their hands on the pollbook every time but yes just them. Their chief lives in Mexico part time, Ms. Westerfield is 96 years old and has liver cancer. Her daughter, Debbie is fully committed to working this election. Ms. Wray does not want them close together because they feed off each other's anxiety.

Mr. Talbot: says he "just wants them all to have hands on experience with the pollbook."

Ms. Worssam: Nikki is back at Midway; she has always set up the merlin. No one had set up the Merlin before even I had never been told which port to plug the wires into.

Mr. Talbot: We can take their anxiety away from them by making sure they learn what they are to do in training.

Ms. Wray: the training will be different this time if you all approve what I want to go through because it will be different and more in depth. It will be different so I think my hope is that if they can just get there and people can leave them alone and let them do their thing and Vicki will use resources that I am giving her and if not Vicki then Nicki.

Ms. Worssam: I have already told Nicki that everyone who works needs to learn from start to finish how to set up the Merlin and electronic pollbook.

Ms. Wray: I am hoping they will use the resources I am going to give them to do this. Does that make sense?

Ms. Worssam: No one was bothering them that day and they were not bothering each other.

Ms. Wray: They freak themselves out and they bother each other. And if they see a voter, melt downs start. Vicki is calling me the whole time so we are going to get them straight.

I gave you all a sheet of paper that looks like this (New officer training) The first part is the topics that are on the on-line training which covers that, depending on what you all want to do. You can go through this training with them in this room or whatever or we can put it up on the screen, whatever one by one with them, do the on-line training-take the

Quiz at the end and then do the OVO and OVI electronic pollbook in person. I was going to put on there anything else that is not covered under that training. Any questions, clarifications? Open it up feed ballots, whatever you want to do.

Mr. Talbot: I would be inclined to have them do the online training because they must and then come in and we can do a back and forth. The Department of Elections has standards you all must attest to and certify that all officers of election have been trained according to those standards. Have them complete the online training and have them come in a week after the training session, then we could talk to them more about what would you do in this situation, so give them a deadline.

Ms. Worssam: All members need to take the online training; lesson plans are needed so people know what they are supposed to learn.

Ms. Wray: Lesson plans have not been done yet. There will be one test at the end. Look in the blue and gray packet. Electoral Board to choose what they want to do- then come see the General Registrar. What was good, what would you change?

Chief and Assistant Chief – Ms. Wray set this teaching plan up broken up into topics, then everyone can break it up into topics – training materials overview see page 4. Ms. Wray will go through the Chief binder and how we expect it to be used. There are pictures on slides, then there will be a **paperwork review see page 5**. Voting machine training will focus on function needed on election day. ADA machine show the video only.

Provisional ballots see page 6. Explain the purpose and show the new envelope.

Same Day Registration (SDR) -There is an online video so we would show the video. We would skip over Same Day Registration (SDR-Early) voting because the officers will only be doing Election Day Same Day Registration.

Electronic Pollbook see page 7.

Chief and assistant chief – everyone will turn on the pollbook, set it up and turn on the merlin with EPB resources.

Observers etc. see page 8.

Electoral Board do this section with Introduction of do's and don't's. Observer training on -line gives basics this year.

Assessments see page 9.

After each topic answer the 4 questions after a short break.

Electronic Pollbook page 10.

Watch people do these things then check them off.

Mr. Talbot: made a motion to approve schedule which could be changed if needed. Second by E. Ruffin. Ayes 2 Talbot and Ruffin. One Nay C. Worssam.

Ms. Wray: will send out the plan to all officers of election

Teaching Plan # 2 Regular

Ms. Wray developed this section as well. Introduction and overview of training. The electoral board to split this up. Duties of each officer – make do multiple roles. What are the roles of each officer including the Chief and Assistant Chief. The section on **paperwork training** will be done by Ms. Wray as she expressed a desire to teach this section.

Electronic Pollbook this will be guided training by the registrar and the Chief and assistant chief.

Electoral Board will sign up for these sections to teach.

1. Observers
2. Voting Machines
3. Duties related to provisional ballots.

This is a good place to start.

Mr. Talbot made a motion that we approve the calendar but can be changed based on availability of officers of election. VOTE?????

Chief and regular officer training will be divided by the electoral board based on information provided by the general registrar.

New Officers of Election Teaching Plan provided by the registrar.

New officers training will use the same schedule and have them do the in-person training after they have done the online training. Review the online training when they come in for in person training.

9. Preliminary Staffing Plan

Registrar went over the staffing plan with J.T and E. R. with the registrar making Chief and Assistant chief assignments which is the duty of the electoral board.

Discussion: Lead by Ms. Wray:

- 101 White Oak looks good.
- 102 Rocky Run looks good
- 103 Church Road
- 201 Rohoic 4 people and one student from the page program. They usually have a low turnout. Adriana Michelle Parham has expressed interest in being an assistant chief so I Ms Wray moved her to Rohoic.
- 202
- 301
- 302
- 303 Little Zion: Cynthia Brown is experienced and is working here.
- 401
- 402
- 403 Cherry Hill short but we have new people who are willing to travel.
- 501 Edgehill votes heavy democrat. The chief last election did not bring the voting machine back. Scott a custodian went to retrieve the equipment. She said it was there when she got there so she thought she was supposed to leave it. They ran their tapes but did not do their paperwork while at the polling place. They waited until they got back. to the voter registration office to complete their paperwork. Michelle Goings is experienced and is assigned to 501 Edgehill for this election.
- 502 Chesdin: Ms. V. Harper knows Michele Archer Chief at Chesdin she should be assigned there (needs 5 people). Ms. Wray recommends V. Harper be assigned there. Francis Taylor has a work conflict and cannot work. She was assigned to work here.

Mr. Talbot wrote a letter to Mr. Caple and asked the registrar to type it up for him. C. Worssam asked the registrar to provide a copy of the letter her to be placed in the EB book.

Mr. Talbot made a motion to approve the preliminary staffing plan. Second by E. Ruffin. Mr. Talbot and Ms. Ruffin voted aye. Motion carried.

It was suggested that the board try and schedule another meeting to interview potential officers of election who could not come to the last interview session.

10. Annual ADA Compliance Confirmation

James said he would like to move to item 10 on the agenda since **Ms. Worssam has to leave at 1:30 P.M.** Mr. Talbot made a motion to table the ADA Confirmation discussion until we meet on October 11 2023. We can then review the audit that was done in August 2023 with the new audit material received from ELECT to determine if there anything we need to go back and look at what was done and determine if updates are needed. Second by E. Ruffin. J. Talbot and E. Ruffin voted aye. Motion carried. Mr. Talbot notified the board that the lever handle at Diamond Hill Hunt club has been replaced. He did not check Cherry Hill but assumed if Diamond Hill was done Cherry Hill would be done also. As far as filling out the new form, what was discussed at the last meeting was we were going to compare the two forms. If there is an item on the new form that is not on the old form then the board would go back to the polling places and complete those items. Once everything has been completed the board would sign the form and send it to ELECT by October 16, 2023. James was told where he could find the forms from our previous ADA inspection in August 2023.

11. Resolution Regarding Delegation of Duties

A motion was made by Mr. Talbot that the delegation of duties to the registrar be tabled until the next meeting. Second by Ms. Ruffin. Mr. Talbot and Ms. Ruffin voted aye. Motion carried.

12. Public Comments

There were no public comments.

13. Adjournment

Mr. Talbot made a motion to adjourn. Motion seconded by Ms. Ruffin. Mr. Talbot and Ms. Ruffin voted aye. Motion carried.

Respectfully Submitted

Carolyn Worssam

Dinwiddie County Electoral Board

Secretary