

# **Dinwiddie County Electoral Board Minutes**

**October 11, 2023 at 11:00 A.M.**

## **1. Call to Order/Roll Call**

The meeting was call to order by the Chair Emma Ruffin at 11:00 A.M.  
Roll Call James Talbot present, Emma Ruffin, Carolyn Worssam all present.

## **2. Prayer/Pledge of Allegiance**

The Prayer and Pledge of Allegiance was recited by all.

## **3. Approval of the Agenda**

Agenda was reviewed. C. Worssam wanted to add a discussion regarding the purchase of weights for our traffic cones and to find out where the registrar is in her communication with Mr. Dan Lee the Board of Supervisor representative for the area. Ms. Ruffin the chair said she would add them to number 9 ADA Compliance. J. Talbot made a motion to approve the agenda. Second by C. Worssam, all voted Aye. Motion carried.

## **4. Closed Session: 2.2-3711 (A) (1) Personnel**

A. Interview of Potential Officers of Election

11:10AM A motion was made by J. Talbot to enter closed session. Seconded by C. Worssam. All voted aye. Motion carried.

4 individuals were interviewed for officer of election positions.

12:05PM A motion was made by J. Talbot to come out of closed session. Seconded by C. Worssam. Al voted aye. Motion carried.

J. Talbot read the certification. C. Worssam made a motion to accept the certification as read. Motion seconded by C. Worssam. All voted aye. Motion carried.

## **5. Appointment of Officers of Election**

Discussion ensued about the candidates that were interviewed. J. Talbot had some concerns about officers working in Dinwiddie from other counties and was concerned that one of the interviewees work schedule might interfere in her ability to work on election days. It was pointed out that Dinwiddie already has three officers who live outside the county and have been for several years and have worked well. J. Talbot made a motion to approve all the candidates who interviewed for Officer of Election positions. Motion seconded by C. Worssam. All voted aye. Motion carried.

## **6. Approval of Minutes: September 13, 2023, September 27, 2023**

Discussion about the minutes to remove the definition of the word SHALL and to remove the email from the acting Commonwealth Attorney Mr. Bourlier.

J. Talbot made a motion to remove the definition of shall from the minutes because that discussion occurred after the meeting had been adjourned and the email from Acting Commonwealth Attorney Bourlier. Motion Seconded by E. Ruffin. J. Talbot and E. Ruffin voted Aye. C. Worssam voted Nay. Motion carried.

#### 7. **Staffing Plan (See attached sheet from Stephanie Wray regarding staffing plan)**

The staffing plan was completed by Ms. Wray and submitted to the board for approval. Ms. Worssam looked over the plan and made recommendations. **White Oak** Chief Bryan Thomas, Claudia Thomas, Assistant Chief Debbie Marston and Rebecca Freeze. This is a very strong group. Wray commented that Carrie Mortinger at **Rocky Run** is one to watch because she will be a strong officer of election. The other officers are Carol Kachur, chief, Assistant Chief Tabitha Rhodes, Janess Dyer and one student A, Rhoads. Concern she may not be a strong officer of election. **Church Road** – Chief Vickie Keppel, a student A. Andrews. There was a discussion about Jesse Westerfield who works at Church Road regarding her health. Ms. Wray suggested one on one training for Ms. Westerfield and her suggestion was approved by James Talbot. No other board member approved Ms. Wray's suggestion. Ms. Stump is assigned to Church Road. She is a no-nonsense type of person and Ms. Wray thinks she would make a good fit. Ms. Stump is unaffiliated. Nikki Assistant chief is very high energy. **Rohoic** – Laura Ketron excellent chief and a good teacher. Ms. Ketron says this is her last term. Ms. Goings aspires to be assistant chief and did not want to travel far. This is a good fit for Ms. Goings, other officers were George Gunn and Teliscia Parham. **Sutherland** has the same crew. Monica Brooks is back at work. She is also a veteran. Mr. Simpson lives in Midlothian. Elizabeth Godburn, a new officer was also assigned. Team looks OK. **Reams** – Ms. Wray reported a scenario one and scenario two. # one Ms. Wray expressed that she did not know how the board would feel about Mr. Hollaway being an assistant chief since this is his second election. He has expressed interest in being an assistant chief. He has not approached the electoral board about his interest in being an assistant chief. He has signed up for the chief training. Becky is a republican and filled in as the assistant chief during the last election and did a nice job. Kevin Perry has been a chief before but he has not worked the last two elections. Ms. Wray does not think Kevin Perry should get first choice as chief since Dana Tipton is currently the chief and likes being at Reams.

Ms. Wray would like to see Kevin Perry moved to Edgehill. The board agreed to leave Reams as it was before. **New Hope** Cynthia Wells, a new officer, lives nearby. Andrea Winfield, Richard Worssam, Debra Prior. **Little Zion** Hattie Bonner, Chief. This is her 3<sup>rd</sup> time being the chief. Hattie is concerned about voters not being able to see the voter here signs. Ms. Worssam suggested moving the "Vote Here" signs more toward

the middle of the church yard where they can be easily seen. Jon and Sherry Merrill, Cynthia Brown, Chester Barrett are a strong crew. A Line log will be used at this election to gather information about how many voters are in line at different times of the day. This can also be used as a tool in determining the staff needed on election day. C. Worssam mentioned that the board should also keep in mind that officers of election cost money and we should be frugal with the citizens money. **Dinwiddie** Franklin Zitta, Karen Zitta, Ralph Ruffin, Francis Thorpe. One student K. Jefferson. **McKenney** Tracy Doucette, Connie Capone, Pearl Bland, Harold Bland Anita Hobbs. **Cherry Hill** Chief, Sherika Robinson, Assistant Chief, Mr. Gilchrist, Frances Parham. Sherrill Mellick's husband has a doctor's appointment the day before the election and will not be able to work.

**Edgehill** Chief Yolanda Smith, Assistant Chief Yannette Nicholas, Michelle Goings, Telesia Godsey and new officer Betty Alston **Chesdin** Chief Michelle Archer, Assistant Chief Ida Nicholas, Ariana Parham, Kenneth Mullen, Veronica Harper. **CAP** Team 1 Chief Ronnie Reese, Dorothy Pegram, Team 2 Wanda Bailey Chief, Assistant Chief Amie Miles.

## **8. Annual ADA Compliance Confirmation**

A discussion occurred regarding how we will transfer like information from the ADA Compliance Confirmation forms we did in June 2023. J. Talbot made a motion that each board member will split up the polling locations and transfer information to the new form where appropriate then revisited sites if new information in not known. Motion seconded by C. Worssam. All voted aye. Motion Carried.

## **9. Weights for our cones and discussion about the drop off at the exit at Cherry Hill.**

Discussion took place about making sure we have weights for cones and not bricks with hole in them and attached together with cable ties. Our Officers of Election a lot to do to have the polls open at 6:00 A.M. Threading a cable tie through a brick when the Board can buy weights to keep the cones from turning over so easy. J. Talbot made a motion to try to find weights locally, then we would buy them here if not we would order then from the from the company in Florida before the election. Seconded by C. Worssam. All voted aye. Motion carried.

As for Cherry Hill, Ms. Wray reported, Mr. Daniel Lee, Board Supervisor for the District has been made aware and he is waiting for VDOT to update him on what can be done.

## **10. Election Day Plan for Electoral Board Polling Place Visits**

Ms. Wray would like for Electoral Board Members to divide up the county so when she gets a call from the polling place, she will know who to call. J. Talbot made a motion that the board would make assignments as to who would be responsible for which

precincts. Motion second by C. Worssam. All voted aye. Motion carried. Ms. Worssam announced that she visits all polling places in the county every election and she plans to do the same this election.

**11. Resolution Regarding Delegation of Duties**

J. Talbot made a motion to table the delegation of duties resolution until after the November 7, 2023 election Seconded by C. Worssam. All voted aye. Motion carried.

**12. Public Comments**

There were no public comments.

**13. Adjournment**

**Motion was made to adjourn the meeting at: 3:00 P.M.**

**Respectfully Submitted**

**Carolyn Worssam**

**Dinwiddie County Electoral Board**

**Secretary**

*Changes were made prior to Electoral Board approval.*

*Approved 1/10/2024*