

Dinwiddie County Electoral Board

14016 Boydton Plank Road, Dinwiddie, Virginia 23841

Board Members Present

Emma Ruffin – Chair
James Talbot – Secretary



Staff Present

Stephanie Wray, Registrar

Minutes
January 8, 2025
11:00 AM

1. Call to Order/Roll Call

The meeting was called to order at 11:00 and roll was called : Emma Ruffin, present; James Talbot, present.

2. Prayer & Pledge of Allegiance were done at 11:02

3. Approval of the Agenda

Upon motion by J. Talbot, seconded by E. Ruffin , the agenda was approved with the addition of a General Registrar's report at 11:03.

Aye: James Talbot, Emma Ruffin.

No: None

4. Approval of Minutes

Upon motion by J.Talbot, seconded by E. Ruffin, the minutes for the December meeting were approved.

Aye: James Talbot, Emma Ruffin.

No: None

5. Reports

The General Registrar presented an overall report on the responses from Election Officers on new term appointments. The Board will review this in the February meeting. Ms. Wray also reviewed an assessment on the physical safety improvements that should be made to the Registrar's office space.

6. Public Comment

There were no public comments.

7. New Business:

a. Nomination and Approval of Board Officers for Calendar Year 2025:

i. Chair: E. Ruffin was nominated by J. Talbot. Discussion of nomination ensued.

Aye: James Talbot, Emma Ruffin.

No: None

ii. Secretary: J. Talbot was nominated by E. Ruffin. Discussion of nomination ensued.

Aye: James Talbot, Emma Ruffin.

No: None

iii. Vice-Chair: A. Mayton was nominated by J. Talbot. Discussion of nomination ensued.

Aye: James Talbot, Emma Ruffin.

No: None

b. 2025 Meeting Calendar:

An outline for a meeting calendar for 2025 was reviewed by Board. Acknowledging that changes can occur during the year, a motion was made by J. Talbot to approve the calendar, seconded by E. Ruffin.

Aye: James Talbot, Emma Ruffin.

No: None

c. 2025-2026 Budget Request

See the attached form. The budget request for 2025-2026 was reviewed by the board. After discussion a motion was made by J. Talbot to approve the budget request, seconded by E. Ruffin.

Aye: James Talbot, Emma Ruffin.

No: None

8. Schedule Next Meeting

Next meeting was set for February 5th at 11:00 AM.

9. Adjournment

Upon motion by J. Talbot, seconded by E. Ruffin , the meeting was adjourned at 12:17

Aye: James Talbot, Emma Ruffin.

No: None

Submitted by,

James G. Talbot, Secretary

Maintenance/Service Contracts

ESO (19 FVSs, 14 OVIs)		
<i>Annual Fees</i>		
FVS Firmware (103.5/machine)	1,966.50	
FVS Hardware Warranty (225/machine)	4,275.00	
OVI Firmware (69/machine)	966.00	
OVI Hardware Warranty (175/machine)	2,450.00	
Total Annual	\$ 9,657.50	
<i>Per Election</i>		
Coding per election (4,000)	4,000.00	
L&A per election (1,500)	1,500.00	
Total Per Election	\$ 5,500.00	
Total ESO (2 elections)		\$ 20,657.50

Calvacere (EPBs)

Annual Software Maintenance \$ 4,000.00

Other

Click Charges - Printer \$ 500.00

Water \$ 200.00

Total Maintenance/Service Contracts \$ 25,357.50

25/26 Budget Request \$ 26,000.00

Lease/Rent Equipment

Copier Company (241/mo) \$ 3,000.00

Furniture/Fixtures

Replacing current shades with opaque shades \$ 7,500.00

Computer Equipment

Replacement Scanners for EPBs \$ 1,000.00

Officer of Election Pay Comparison - December 2024 (responses received)

Locality	Chief	Assistant	Regular	Training
<i>Dinwiddie</i>	200	175	150	0*
Colonial Heights	325	265	240	0
Halifax	225	200	180	30
Mecklenburg	260	210	160	10
New Kent	250	245	240	30
Petersburg	300	260	200	0
Powhatan	300	250	150	0
Prince George	280	218	180	10
Sussex	225	200	175	0
Average	270.625	231	190.625	

