

# Dinwiddie County Electoral Board

14016 Boynton Plank Road, Dinwiddie, Virginia 23841

## Board Members Present

Carolyn Worssam – Chairman  
George Rivers – Vice-Chairman  
Effie Moore – Secretary



## Staff Present

Stephanie Wray, Registrar  
J. Neal Palmore, Assistant Registrar

## Minutes

February 4, 2021  
10:01 AM

### 1. Call to Order

The meeting was called to order at 10:01 AM.

### 2. Prayer

### 3. Pledge of Allegiance

### 4. Approval of the Minutes

Upon motion of George Rivers, seconded by Carolyn Worssam, the minutes for the December 1, 2020 meeting were approved.

### 5. Reports:

#### A. Chair, Electoral Board

Ms. Worssam informed the board of the new election laws for 2021.

24.2-102 (Effective January 1, 2021) Appointment; term; Commissioner of Elections; prohibited activities.

24.103. (Effective January 1, 2021) Powers and duties in general; report.

24.2-105 (Effective September 1, 2021) Prescribing various forms.

She also gave information on how bills were reviewed in the General Assembly.

The Electoral board was informed that there may be a Risk Limiting Audit sometime in February. However, no date or other information is available at this time.

VEBA will be offering Boot Camp training on Saturday, Feb.13, 2021 at 9:00 AM.

#### B. Vice-Chair, Electoral Board

Mr. Rivers -offered no new information on maps.

However, Mrs. Wray said a map would be placed in all precinct cases for elections.

### **C. Secretary, Electoral Board**

Ms. Moore asked that everyone would please inform her if there are any secretarial duties that are not being performed as needed. The duties of the secretary are often embedded within the general duties of the Electoral board.

### **D. General Registrar**

See the 2 attachments for Mrs. Wray's report.

## **6. Evaluation and Appointment of Officers of Election**

Please see attached list of appointed Chief and Assistant Chief Officers of Election and the Officers of Elections.

The term of Officers of Election will begin on March 1, 2021 and expire on February 28, 2022. The Chief and Assistant Chief Officers of Election will be evaluated by the Electoral Board. The Electoral Board will ask the Chief and/or Assistant Chief to assist the Electoral Board in the evaluation of Officers of Election in their precinct. Training for officers and the Evaluation process will be discussed at the training as this is the first time the officers will be formally evaluated.

## **7. FY 2022 Budget Discussion**

Ms. Wray provided an overview of the budget request submitted to Administration. The request included additional training funds for the Electoral Board and General Registrar as well as additional pay for poll workers, and the interest to upgrade the paper pollbooks to electronic pollbooks which was included in the Budget request.

## **8. New Business:**

Mrs. Worssam informed Board members of her interest to change her role from Board Chairman to Board Secretary Mrs. Worssam made her own motion to change to the Secretary of the board to and Mrs Moore assume the role of Chairman. No second was made. Mrs. Moore indicated she wanted to remain as the Board Secretary. The Electoral board voted to keep the same officers on the board. The term starts March 1, and expires February 28, 2022.

Mrs. Wray provided a spreadsheet to keep track of the Officers of Election (see attached) and will provide a copy for the Electoral Board members.

A question was raised about an increase in Electoral Board monthly pay. Mrs. Wray will follow up on the salary for the Electoral Board.

She also said ESO was the Vendor and printer for Ballots for Dinwiddie County.

**Our next meeting will be February 16, 2021 at 10:00 AM. The topics for that meeting will be to approve our annual Security Plan and discuss the Duties and Responsibilities the Board wants to delegate to the new General Registrar.**

## **9. Adjournment**

Upon motion of Effie Moore and, seconded by George Rivers the meeting was adjourned at 12:50 PM.

# REGISTRAR REPORT

February 4, 2021

## ACCOMPLISHMENTS

### December

- Obtained General Registrar Certification from ELECT
- Completed the 2019 MSS Checklist as mandated by ELECT
- Submitted budget request to Administration
- Reorganized a little, inventoried, and prepared election day boxes for the OOE's.

### January

- Sent proposal to Western Heights Baptist Church requesting their facility to become a polling place for the Chesdin Precinct
- Updated campaign finance files
- Assisted Electoral Board by compiling a comprehensive list of Officers of Election
- Sent letters to past OOE's and potential new OOE's and followed up with phone calls to gauge interest in serving again
- Draft staffing plan for Officers of Election
- Drafted security plan and updated emergency procedures based on example sent by Mrs. Worssam and ELECT guidance for EB approval

## ONGOING INITIATIVES

I am working with County Attorney and County Administrator on precinct changes. A report is to be given on 2/16 to introduce the topic to the Board of Supervisors. A public hearing is to be held on 3/16 to make the changes. We are still waiting on WHBC. The backup plan is Kenwood or the Airport, and neither of those are ideal. I am also working with the County's IT department to get some of their policies and procedures in writing in order to comply with the MSS. I have been, and will continue to update the website to make it more informational and user friendly. Finally, I am creating a training presentation for the Officers of Election and will have it completed by the March Electoral Board meeting in order for the EB to review and approve.

## UPCOMING DATES TO REMEMBER

2/15/2021 - Holiday - Office Closed

2/16/2021 - 3:00 PM - Report to the Board of Supervisors on the need for polling place changes for New Hope and Chesdin.

3/16/2021 - 7:00 PM - Public hearing for the ordinance change to officially change the polling places.

3/31/2021 - ELECT to notice June Primary

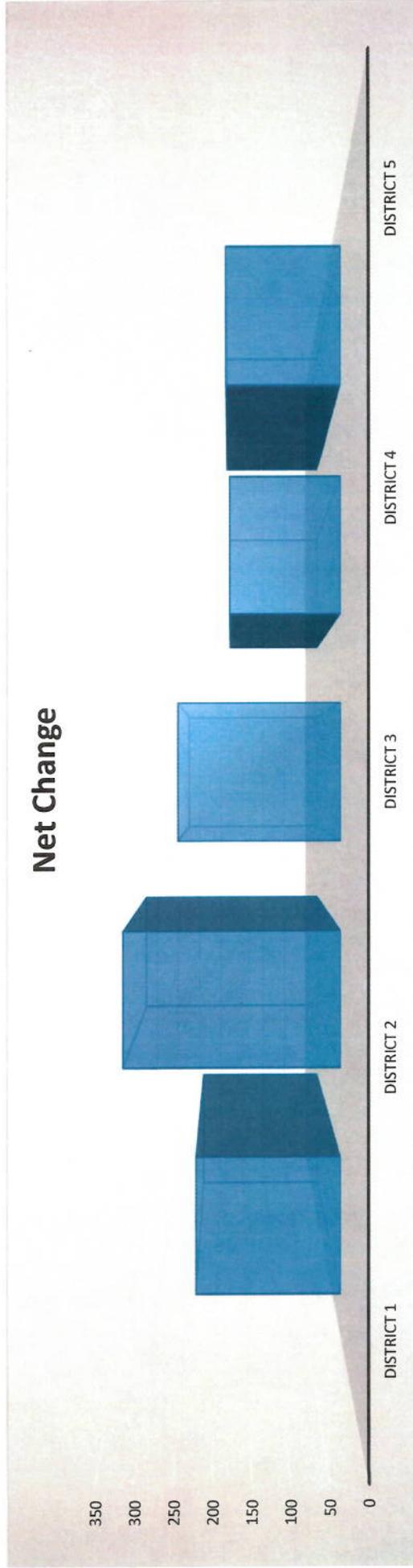
TBD - Statewide Risk Limiting Audit

# General Registrar Report

## Voter Registration Statistics - 2020 Totals

2020	Add:					Subtract:					Out of State	Net Change	Ending Totals
	New	Reinstate	Transfer In	Change In	Change Out	Transfer Out	Deceased	Felon	Incom	Reg Error			
District 1	290	0	141	57	72	129	46	3	0	2	4	232	3,978
District 2	333	0	245	93	59	208	40	9	0	3	3	349	4,321
District 3	243	1	208	69	50	144	60	3	0	1	2	261	4,329
District 4	243	0	143	77	74	130	70	5	1	3	2	178	4,050
District 5	258	0	217	42	83	204	30	5	2	4	5	184	3,659
<b>Total</b>	<b>1367</b>	<b>1</b>	<b>954</b>	<b>338</b>	<b>338</b>	<b>815</b>	<b>246</b>	<b>25</b>	<b>3</b>	<b>13</b>	<b>16</b>	<b>1204</b>	<b>20,337</b>

**Total Application Changes 4,116**

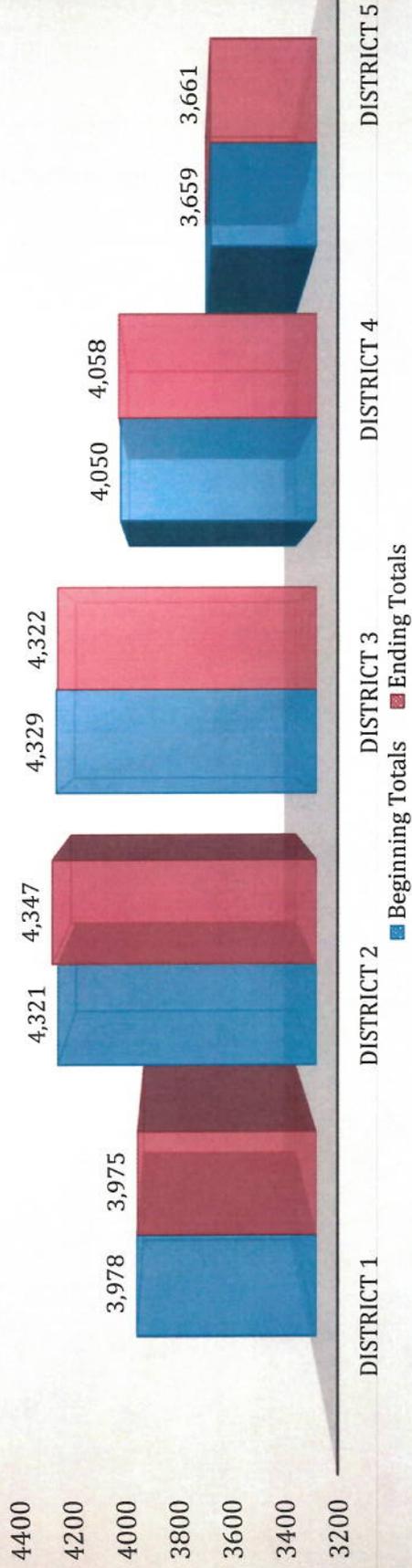


## General Registrar Report Voter Registration Statistics - January 2021

January 2021	Add:										Subtract:										Net Change	Ending Totals
	Beginning Totals		New		Transfer In		Change In		Change Out		Transfer Out		Deceased		Felon		Out of State		Net Change	Ending Totals		
	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year	Month	Year				
District 1	3,978	5	5	7	7	2	2	4	4	6	6	5	5	0	0	2	2	-3	3,975			
District 2	4,321	17	17	17	17	12	12	3	3	12	12	5	5	0	0	0	0	26	4,347			
District 3	4,329	9	9	10	10	3	3	9	9	12	12	7	7	0	0	1	1	-7	4,322			
District 4	4,050	11	11	14	14	6	6	3	3	9	9	10	10	1	1	0	0	8	4,058			
District 5	3,659	8	8	19	19	5	5	9	9	16	16	4	4	0	0	1	1	2	3,661			
<b>Total</b>	<b>20,337</b>	<b>50</b>	<b>50</b>	<b>67</b>	<b>67</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>55</b>	<b>55</b>	<b>31</b>	<b>31</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>26</b>	<b>20,363</b>			

Total Application Changes 264

### Dinwiddie Registered Voters - January 2021



# FY 2022 BUDGET REQUEST SUMMARY

February 4, 2021

## PURPOSE

To provide the Electoral Board with a summary of the budget request for FY 2022 which was submitted to County Administration by the January 8th deadline. The budget request was compiled using contractual costs, suggestions from the Electoral Board, as well as items that the Registrar deems necessary to run a secure office and election.

## OFFICER OF ELECTIONS PAY

The requested amount of Officer of Election pay would increase the amount of pay as follows:

Position	Current Pay	Proposed Pay
Chief	\$145	\$200
Asst. Chief	\$135	\$175
Regular	\$135	\$150

## CONVENTION & EDUCATION

The Chair of the Electoral Board expressed interest in attending the annual VEBA conference which is typically held at the Omni Homestead. As a new Registrar, I also requested funds to attend the annual VRVAV conference. With registration, meals & lodging, the total requested amount was \$1,600. If the EB feels that the conference warrants the entire board to attend, we can increase that request for next year.

## ELECTRONIC POLL BOOKS

Dinwiddie County is one of the last remaining localities to use only paper pollbooks. Electronic pollbooks provide more information to the poll workers to better assist voters, especially when it comes to absentee and voters who should be at a different precinct. It decreases error and provides easier and faster upload of voter credit to ELECT. The request was a total of \$31,150 with ongoing costs of \$2,500/annually for software maintenance and \$2,500 per election for election day support if we wish to have that. Paper poll books are still required as backup.

## MISCELLANEOUS

\$1,200 was requested for a lockable file cabinet for the alpha cards. These cards have protected personal information on them, and need to be kept more secure. The janitorial staff do not have access to our office due to the inability to lock them up. All other drawers in the office have locking capability. There was a decrease in advertising costs and printing and binding (ballots) as there were 3 elections in the past budget cycle and we only expect 2 in FY 2022. Finally, there was a contractual increase in service contracts for ESO. A security upgrade is required before the November election.