



County of Dinwiddie Electoral Board

BOARD MEMBERS

EFFIE MOORE
CAROLYN WORSSAM
STEPHANIE ANAYA

Minutes

January 26, 2023 at 11:00 A.M.

1. Call to order and Roll Call:

Stephanie Anaya, Carolyn Worssam Effie Moore present. Guest/Registrar Stephanie Wray.

2. Prayer: led by Vice Chair Stephanie Anaya

3. Pledge of Alliance: led by Chairman Effie Moore

4 Approval of Agenda: A Motion was made by C. Worssam to approve the agenda. Seconded by S. Anaya. Agenda approved by all board members.

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

a. Interview of Potential Officers of Election

Motion was made by S. Anaya, seconded by C. Worssam, all voted aye to enter into Closed session at 11:11 A.M. Interview completed with discussion.

Motion made by S. Anaya to come out of closed session and seconded by C. Worssam to come out of closed session at 11:27 A. M. Certification: The Board certified that only matters as were identified in the motion were heard, discussed, or considered in the closed meeting. A motion was made by S. Anaya, seconded by C. Worssam with all board members voting aye.

6 Appointment of Officer of Election: Mr. Trotter agreed to the job description for an Officer of Election. A Motion made S. Anaya and seconded by C. Worssam to appoint the Mr. Melvin L. Trotter, Sr. as an officer of election effective on January 26, 2023 for a period of 3 years to end January 26, 2026.

7 Approval of Minutes: Minutes from last meeting were reviewed, several errors were noted. Errors will be corrected before final posting. Motion made by Effie Moore to approve the minutes with corrections. Seconded by Lacey Anaya. All voted aye. Minutes approved with corrections.

8 Registrar's Report: See attached Registrar's report dated January 26, 2023.

a. There were two Freedom of Information Act requests for information since our last meeting and Registrar's report. Mr. R. Holmes and Mr. George. This information was requested from all Registrar's in Virginia.

b. Candidates: Several picking up packets and turning in their information. Signatures needed for the different parties or positions: Independents: 125, Soil and Water: 25, Constitutional Officers 125 from the entire County, Board of Supervisors and School

Board 125 signatures for each of the 5 Districts. Write-ins do not require signatures to run.

- c. Jeff Walters Representative for the School System is making arrangements for the Electoral Board/Registrar to pick up keys in advance so officers of election can enter the schools and start setting up for the Election. Voters will be notified that schools will be opened and to please vote then leave the building. Do not mill around.
- d. Fees that are paid by candidates running in a Primary (The fee goes to the County Treasurer) are to be returned to the candidate if it turns out there is no primary. The Secretary of the Board contacts the candidate to find out how they want their money returned then writes a letter to the Treasurer to refund the filing to the candidate. Elections are handled by the Board Secretary.
- e. Link to online training: <https://www.election.virginia.gov/training> .
- f. Absentee Voting as of January 25, 2023 at 4:30 P.M. 588 ballots were mailed out 348 have been returned. Of the 348, some have come back as voted and others don't want to vote absentee, there is no break down available at this time.
- g. If someone appears at a polling place who wants to vote and has been removed from the voter rolls, they will need to fill out a Same Day Registration (SDR) form with all the information the form asked for, and vote provisionally.

9 Training Session Plan:

- a. **Review Training Presentation** – Training presentation was not reviewed. Many officers just went through training in November and don't want to work this election anyway because they have other things to do and don't want a lengthy training. Two members of the Board, (Effie Moore and Lacey Anaya) wanted to stay with the old presentation because Officer's had told them if the new presentation was too long, they would leave or not attend. Board member, Carolyn Worssam wanted to move forward with a new presentation that was based on the Election Day Guide provided by the State Board of Election. There was a lengthy discussion. The old training presentation will be presented.
- b. **Audit Presentation** – no need for an audit of the presentation. The presentation was not viewed or discussed.
- c. **Make Assignments for Presentation.** It was decided that the old presentation (based on the online course) would be presented to the new officers and the Board would discuss with experienced officers any discrepancies observed at the last election and changes in election law or procedures that affects their position.
- d. **New Officer training will** start February 1, 2023 at 1:00 P.M. to 4:00 P.M.

February 4, 2023 class limit 13

EPB, machines changes in procedures, what if, new laws.

9:00 A.M 10 A.M

10:00 to 11:00 A. M. same

11:00 to 1:00 P.M. same (Paperwork) Chiefs and Assistant Chief
1:00 to 3:00 P.M same

February 9, 2023 class limit 13

6:00 to 8:00 P.M. Paperwork (Chiefs and Assistant Chiefs)

February 13, 2023 class limit 13

6:00 to 8:00 P.M. Machines changes in procedures, what if, new laws.

All Members of the Board agreed to proceed with the schedule above and the materials to be taught. Board members should arrive at 12:15 P.M. to setup and get ready for presentations.

Ms. Wray will put the training schedule in a format and send out to all Board members.
Ms. Worssam will call all the new officers to notify them of the date and time.

10 Staffing Plan

- **White Oak OK**
- **Rocky Run OK**
- **Church Rd. OK (Ms. Marston will work as Chief at Sutherland)**
- **Rohoic OK**
- **Sutherland OK**
- **Reams OK**
- **New Hope OK**
- **Little Zion OK**
- **Dinwiddie OK**
- **McKenney OK**
- **Cherry Hill OK**
- **Edge Hill could be a problem, need further investigation???**

11 Security Plan: corrections were made and is ready to sign by the Board members. Security plan was signed by all.

12 Public Comments: none

13 Schedule Next Meeting: February 21, 2023 at 7:00 P.M. to begin the Canvass. The public will be invited.

14 Adjournment: Motion was made by C. Worssam to adjourn, seconded by E. Moore all voted aye. Meeting adjourned at 1:59 P.M.

Respectfully Submitted

Carolyn Worssam
Secretary, Dinwiddie County Electoral Board