

ESSEX COUNTY ELECTORAL BOARD - MEETING MINUTES
Office of General Registrar
Tappahannock, VA

Members Present: Gwendolyn Darby and Ed Robinson
Members Absent: Meredith Jefferies
Others Present: M. Kelly LaFollette, General Registrar

The Chair called the meeting to order at 10:00 a.m. and determined that a quorum was present.

Minutes: On Motion by Ed Robinson, seconded by Gwen Darby, the Board moved for approval of the May 2, 2022 minutes as written and reviewed by email. Motion unanimously approved.

Public Comment: None

GR Report: Redistricting update: new voter cards were sent to all registered voters the last week of June. Staff update: a new Deputy Registrar will be starting on August 1, 2022. County update: the county is evaluating office space and considering a move for Voter Registration and Elections. This will require discussion between the Electoral Board and administration with reference to Code of Virginia. General update: considering the use of TextMyGov texting software for reaching voters – will research during the year for next year’s budget.

Old Business:

- **Officer of Elections training schedule:** Training dates: October 11, 2022, 9am-12pm PCT 101 and 1pm-4pm PCT 201; October 18, 2022, 9am-12pm PCT 301 and 1pm-4pm PCT 401. Chief Training October 25, 2022, 10am-12pm. CAP training November 1, 2022, 10am-2pm.

New Business

No new business

Closed Session

Going in time: 10:40 a.m.

On a motion by Ed Robinson, seconded by Gwen Darby, the Board will now go into closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the “discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;...” Kelly LaFollette will also attend during the closed session to reasonably aid the Board in consideration of subject matter. Motion unanimously approved.

Coming out time: 11:06 a.m.

On a motion made by Gwen Darby, seconded by Ed Robinson, the Board reconvenes in open session and certifies by roll call vote that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed, or considered in the closed session or meeting by the Electoral Board. The motion unanimously approved.

Roll Call Vote

Chair, Edgar Robinson -	Aye
Vice Chair, Gwen Darby -	Aye
Secretary, Meredith Jefferies -	

Closed Session

Going in time: 11:16 a.m.

On a motion by Ed Robinson, seconded by Gwen Darby, the Board will now go into closed session pursuant to Section 2.2-3711 (A)(19) of the Code of Virginia for the purpose of discussing “plans to protect public safety as it relates to ... specific cybersecurity threats or vulnerabilities and briefings by staff members, ...; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure....” Kelly LaFollette will also attend during the closed session to reasonably aid the Board in consideration of subject matter. Motion unanimously approved.

Coming out time: 11:37 a.m.

On a motion made by Gwen Darby, seconded by Ed Robinson, the Board reconvenes in open session and certifies by roll call vote that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed, or considered in the closed session or meeting by the Electoral Board. The motion unanimously approved.

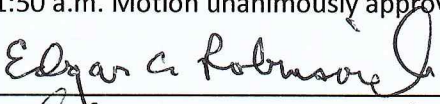
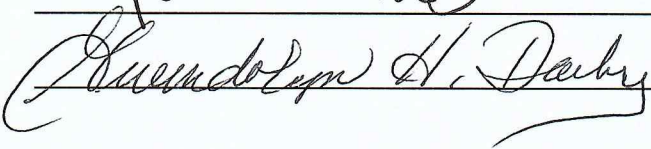
Roll Call Vote

Chair, Edgar Robinson - Aye
Vice Chair, Gwen Darby - Aye
Secretary, Meredith Jefferies -

On a motion by Ed Robinson, seconded by Gwen Darby, the Electoral Board approves 5 Cybersecurity policies and 2 plans (Termination of User Access Policy; Password Management Policy; Roles and Responsibilities Policy; Identification and Authentication Management Policy; Access Management Policy; and 2 Plans: Risk Assessment Plan; Disaster Recovery Plan) prepared and submitted by W.B. Murray & Company, which moves Essex County toward fulfilling the Voter Registration System Security (VRSS) Minimum Security Standards. Motion unanimously approved.

Next meeting date: August 17, 2022 @ 10 a.m.

Adjournment: On motion by Ed Robinson, seconded by Gwen Darby, the Board voted to adjourn the meeting at 11:50 a.m. Motion unanimously approved.


_____ Chair

_____ Vice Chair

_____ Secretary