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

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

The Chair called the meeting to order at 10:05 a.m. and determined that a quorum was present.

Meeting Agenda:

On a motion by Ed Robinson, seconded by Meredith Jefferies, the Electoral Board added discussion of the outward facing drop box to New Business as requested by Kelly LaFollette. Motion unanimously approved.

Minutes: On Motion by Gwen Darby, seconded by Ed Robinson, the Board moved for approval of the July 20, 2022 minutes as written and reviewed by email. Roll call vote: Gwen Darby – Aye, Ed Robinson – Aye, Meredith Jefferies – Abstain.

Public Comment: None

GR Report: Officer Training: Change training date of October 11 to October 12 due to space availability andCap training to begin at 9:00 am instead of 10:00 for same reason. General update: TextMyGov texting software update –Software from ELECT offers free option for texting officers of Election – will continue to research product.

Old Business:

- County reevaluation of space needs/possible office move: Kelly LaFollette requested additional time to research office requirements and needs.

New Business

- Ballot order approval for November 8, 2022 General Election: After review of previous early voter turnout (2021 -42% of those who voted and 2020 63% of those who voted) and discussion about the new on-demand ballot printing for early voting, the Board will order 100% of ballots. 60% of ballots printed by vendor for Election Day and an estimated 40% will be printed by Verity Print on-demand ballot printer for in-person early voting and by-mail voting.

- Outward facing Ballot Drop off: The Electoral Board and General Registrar discussed issues with the 24/7 outward facing drop box including compliance with Code of Virginia, usage, security, FOIA, additional staff time, cost, and ways to return a voted absentee ballot (by mail postbag paid; in person to the General Registrar; at the inside drop box in the General Registrar’s office; on election day at all polling locations and General Registrar’s office).

On a motion by Ed Robinson, seconded by Gwen Darby, the Electoral Board will not use an outward facing 24/7 drop box for voted absentee ballots. Motion unanimously approved.

Closed Session

Going in time: 10:40 am

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

Respectfully submitted by M. Kelly LaFollette, General Registrar
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: 11:00 am

On a motion made by Ed Robinson, seconded by Meredith Jefferies, 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 - Aye

On a motion by Gwen Darby, seconded by Ed Robinson, the Electoral Board approves 3 Cybersecurity policies (Acceptable Use Policy; Incident Management Policy; Configuration Management Policy) prepared and submitted by W.B. Murray & Company, which moves Essex County toward fulfilling the Voter Registration System Security (VRSS) Locality Election Security Standards (LESS). Motion unanimously approved.

Next meeting date: September 21, 2022 @10:00am

Adjournment: On motion by Meredith Jefferies, seconded by Ed Robinson, the Board voted to adjourn the meeting at 11:07 a.m. Motion unanimously approved.

Chair
Vice Chair
Secretary

Respectfully submitted by M. Kelly LaFollette, General Registrar