

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

Members Present: Ed Robinson, Treava Kasey, and Meredith Jefferies

Others Present: M. Kelly LaFollette, General Registrar

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

**Meeting Agenda:**

On a motion by Ed Robinson, seconded by Treava Kasey, the Electoral Board approved the agenda with the following changes: add to New Business: Provisional Envelope SDR Process and an Officer of Election Appointment; Remove Closed Session: Cybersecurity. Motion unanimously approved.

**Minutes:**

On Motion by Treava Kasey, seconded by Ed Robinson, the Board moved for approval of the June 21 and July 19, 2023, minutes as written and reviewed by email. Motion unanimously approved.

**Public Comment:**

None

**GR Report:**

Kelly LaFollette reported that the final cybersecurity policies will be ready in September; gave an update on recent FOIA requests; L&A testing is set for all day September 13, 2023 beginning at 9:00 am; recent request for a campaign finance filing extension, which must be denied per Code of Virginia and ELECT guidance.

**New Business**

- **Officer of Election Training plan** – Officer training will be held on October 18, 2023: Precincts 101 & 201 from 9am-12pm and Precincts 301 & 401 from 1pm-4pm. Chief training will be held on October 15, 2023 from 9am-12pm.
- **Equipment Custodian – November 7, 2023:** On a motion by Treava Kasey, seconded by Ed Robinson, The Electoral Board appoints Ed Robinson to serve as Equipment Custodian for the November 7, 2023 General Election. Motion unanimously approved.
- **Polling Place Accessibility:** On September 20, 2023, the Electoral Board will visit all polling locations to assess accessibility compliance for the November 7, 2023 General Election.
- **Sunday voting:** The Electoral Board discussed the lack of long lines when voting absentee or on election day, the availability of vote by mail for 45 days prior to an election, the cost of staffing a polling location on Sunday, the availability of staff on Sundays, the demand on other county departments such as IT and the fact that early voting in person is already available for 32 days.

On a motion by Treava Kasey, seconded by Meredith Jefferies, the Electoral Board determined that, in accordance with Code of Virginia 24.2-701.1 (B), at this time, early voting will not be offered on Sundays in Essex County. Motion unanimously approved.

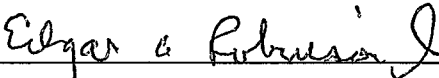
- **Provisional Envelope SDR Process:** The same day registration application is now printed directly on the provisional envelope. The Registrar needs to scan or copy the provisional envelope to process the application and research eligibility for provisional ballot acceptance. The provisional envelopes will not be opened except by the Electoral Board during the provisional ballot meeting.

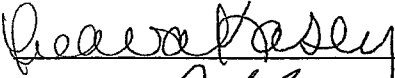
On a motion by Treava Kasey, seconded by Meredith Jefferies, the Electoral Board expressly delegates the General Registrar authority to unseal Envelope 1A envelopes when needed to capture voter registration records from provisional ballot envelopes without opening the envelopes. Motion unanimously approved.


- **Officer of Election Appointment** – On a motion by Ed Robinson, seconded by Treava Kasey, the Electoral Board appointed Lynetta Rickard as an Officer of Election. Motion unanimously approved.

**Next meeting dates:** Regular meeting on September 20, 2023 @10:00AM

**Adjournment:** On motion by Meredith Jefferies, seconded by Ed Robinson, the Electoral Board voted to adjourn the meeting at 11:16 am. Motion unanimously approved.

  
\_\_\_\_\_ Chair

  
\_\_\_\_\_ Vice Chair

  
\_\_\_\_\_ Secretary