

**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 10:01 am. and determined that a quorum was present.

**Meeting Agenda:**

On a motion by Meredith Jefferies, seconded by Ed Robinson, the Electoral Board approved the agenda as presented. Motion unanimously approved.

**Minutes:**

On Motion by Ed Robinson, seconded by Meredith Jefferies, the Board moved for approval of the August 28, 2023, minutes as written and reviewed by email. Motion unanimously approved.

**Public Comment:**

None

**GR Report:**

Kelly LaFollette reported that a write-in candidate has announced a campaign for Board of Supervisors – central district.

**New Business**

- **Deputy Registrars:** On a motion by Meredith Jefferies, seconded by Treava Kasey, the Electoral Board determines that, under Code of Virginia 24.2-112, the General Office may hire one full-time Chief Deputy Registrar and up to six part-time Deputy Registrars as needed to conduct Voter Registration and Election activities. Motion unanimously approved.
- **Officer of Election Appointment:** On a motion by Ed Robinson, seconded by Meredith Jefferies, the Electoral Board appointed Dawn Jackson as an Officer of Election. Motion unanimously approved.

**Closed Session**

On a motion by Treava Kasey, seconded by Meredith Jefferies, the Board will go into closed session at 10:15 am pursuant to Section 2.2-3711 (A)(19) of the Code of Virginia for the purpose of discussing “... specific cybersecurity threats or vulnerabilities and briefings by staff members, ...;” Kelly LaFollette will also attend during the closed session to reasonably aid the Board in consideration of subject matter. Motion unanimously approved.

On a motion by Treava Kasey, seconded Ed Robinson, the Electoral Board reconvened in open session at 10:29 am. Motion unanimously approved.

**Certification:**

We certify 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 convened, were heard discussed or considered in the closed session or meeting by the Electoral Board.

**Roll Call Vote:**

Chair – Ed Robinson: Aye

Vice Chair – Treava Kasey: Aye

Secretary – Meredith Jefferies: Aye

On a motion by Meredith Jefferies, seconded by Treava Kasey, The Electoral Board approves the following policies as created/updated by W.A. Murray & Co: IT System and Data Classification; IT Security Assessment and Authorization Policy; Media Protection Policy; Audit and Accountability Policy; and Audit and Accountability Procedures. Motion unanimously approved.

On a motion by Ed Robinson, seconded by Meredith Jefferies, The Electoral Board approves the quarterly Locality Election Security System Plan of Action & Milestones (POAM) and Remediation Plan submitted by W.B. Murray & Co. Motion unanimously approved.

On a motion by Treava Kasey, seconded by Ed Robinson, the Electoral Board voted to recess the regular meeting to travel to and review each polling location for ADA compliance. Motion unanimously approved.

**Reconvene**

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

Others Present: M. Kelly LaFollette, General Registrar

The Chair called the meeting to order at 4:20pm and determined that a quorum was present.

On a motion by Ed Robinson, seconded by Meredith Jefferies, the Electoral Board voted to reconvene the regular meeting. Motion unanimously approved.

**New Business continued**

- **Polling Place Accessibility:** On a motion by Treava Kasey, seconded by Ed Robinson, the Electoral Board confirmed that all polling places in Essex County have been assessed for ADA compliance using both the VA Dept. Of Election (ELECT) and the U.S. Dept. of Justice (DOJ) checklists and that the ADA checklists for each polling location will be filed and maintained within the records of the local electoral board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.), and that pursuant to §24.2-310(c), all polling places in the locality are currently compliant or will be made compliant for Election Day, with the requirements of the ADA (§42 USC 12122), the Voting Accessibility for the Elderly and

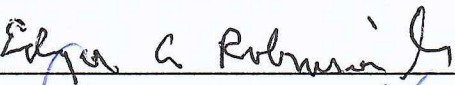
Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.).  
Motion unanimously approved by roll call vote below.


**Roll Call Vote:**

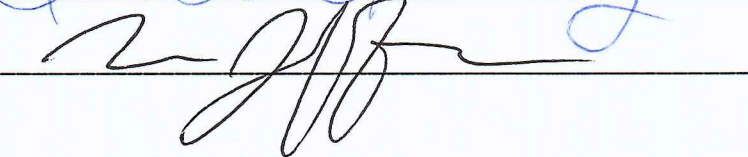
Chair – Ed Robinson:                      Aye  
Vice Chair – Treava Kasey:              Aye  
Secretary – Meredith Jefferies:        Aye

**Next meeting dates:** Regular meeting on October 11, 2023 @10:00AM

**Adjournment:** On motion by Meredith Jefferies, seconded by Ed Robinson, the Electoral Board voted to adjourn the meeting at 4:42 pm. Motion unanimously approved.

  
\_\_\_\_\_ Chair

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

  
\_\_\_\_\_ Secretary