

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

Members Present: Meredith Jefferies and Treava Kasey

Others Present: Angela G. Hart, General Registrar, Kelly LaFollette, Deputy Registrar

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

New Business

- **Organizational meeting for 2024** – On a motion by Treava Kasey, seconded by Meredith Jefferies, the Electoral Board will hold the following positions for the 2024 calendar year: Chair – Treava Kasey; Vice Chair – Vacant; Secretary –Meredith Jefferies. Motion unanimously approved.

Meeting Agenda: On a motion by Meredith Jefferies, seconded by Treava Kasey, the Electoral Board approves the agenda with the following changes: move the organizational portion of the meeting to first order of business and add discussion about Officer of Election contact methods to “New Business.” Motion unanimously approved.

Minutes: On Motion by Treava Kasey, seconded by Meredith Jefferies, the Electoral Board moves for approval of the December 27, 2023, minutes as written and reviewed by email. Motion unanimously approved.

Public Comment: None

GR Report: Reported on the non-required voting equipment software update which addresses the availability of new printers. Essex has spare printers so GR recommends holding off on the upgrade. A full-time Chief Deputy position is available. February 13, Board of Supervisors meeting to request pollbook funding.

New Business

- **Annual Meeting Schedule.** The Electoral Board chooses the 3rd Wednesday of each month as the regularly scheduled EB meeting.
- **Officer of Election Appointment** – On a motion by Meredith Jefferies, seconded by Treava Kasey, the Electoral Board appoints Sharmayne Manning and Robert Handly, Jr. to serve as Officers of Election for the term beginning on February 13, 2024, and ending on February 28, 2025. Motion unanimously approved.
- **Request for Office space** – On a motion by Treava Kasey, seconded by Meredith Jefferies, The Electoral Board requests the entire building at 205 S. Cross St., for exclusive election use. Motion unanimously approved.
- **Officer of Election communication** – The Electoral Board would like to investigate alternative methods for contacting Officers of Election including, but not limited to email and texting.

Closed Session

On a motion by Treava Kasey, seconded by Meredith Jefferies, the Board will go into closed session at 10:11 a.m. pursuant to Section 2.2-3711 (A)(19) of the Code of Virginia for the purpose of discussing cybersecurity threats or vulnerabilities; Angela Hart and 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 Meredith Jefferies, seconded Treava Kasey, the Electoral Board reconvenes in open session at 10:18 a.m. 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 – Treava Kasey: Aye

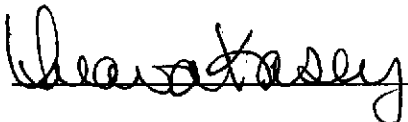
Vice Chair – Vacant:

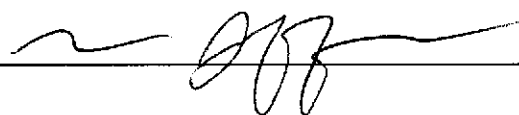
Secretary – Meredith Jefferies: Aye

On a motion by Meredith Jefferies, seconded by Treava Kasey, the Electoral Board attests to the review of the 2024 Annual LESS Checklist draft submitted by W.A. Murray & Co. Motion unanimously approved.

Next meeting date: March 20, 2024 @10:00am

Adjournment: On motion by Meredith Jefferies, seconded by Treava Kasey, the Board voted to adjourn the meeting at 10:20 a.m. Motion unanimously approved.

 _____ Chair

 _____ Secretary