

**COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING**

December 1, 2021

The Henrico County Electoral Board convened a meeting on Wednesday, December 1, 2021, at 1:00 p.m. in the Board Room at the Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Those present at the meeting were:

PRESENT

Yvonne Smith, Chair, Electoral Board
Robert Shippee, Vice-Chair, Electoral Board
Cathy Woodson, Secretary, Electoral Board
Mark Coakley, General Registrar, Voter Registration and Elections
Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections
Leslie Funn, Administrative Assistant, Voter Registration and Elections
Lynn McMartin, League of Women Voters
Nancy Smith, Virginia Election
Tammy R. Johnson Beard, Republican Committee Henrico County

Call to Order

The meeting was called to order by the Chair, at 1:00 p.m.

Review of polling places

Mark Coakley reported to the Electoral Board he received two complaints regarding the Hollybrook precinct. The complaints were received from the Center of Disability Services and an Election worker. The tent used for voting at Hollybrook precinct is no longer effective for voting on Election Day. Cathy Woodson stated St. Joseph Villa's management said there's no extra space on the main campus to relocate the voting room. Yvonne Smith asked how many voters are in this precinct? The voting room needs to be ADA acceptable and efficient workspace for the Election Officials and voters. Anne Marie Middlesworth stated there are 1,057 voters currently in this precinct. Mark Coakley suggested the voting returns to the inside voting area in the community room. The Registrar's office staff would need to prepare (moving furniture) the voting area the day before Election.

On a motion by Mrs. Woodson, and seconded by Mr. Shippee; and by unanimous vote, the Electoral Board for the Registrar to schedule a time to meet with the leadership of Hollybrook apartments to discuss proper accommodations for Election Day voting.

The vote of the Board was as follows:

Aye

Yvonne Smith
Robert Shippee
Cathy Woodson

Nay

Approval of FY23 budget

Mark Coakley distributed the budget spreadsheet to the Electoral Board members for review. There are requests for funding two new office positions and equipment required for a new build with Absentee reporting included in the office budget for 2022/2023. The Senate Bill 3, Absentee print ballot on demand for the November 2022 Election, will require a ballot style for all 89 precincts. Bob Shippee asked what type of printer will be

used to print the ballots on demand. Mark Coakley stated the printer is connected to the Poll Pads and the Registrar's office will have back up ballots in case of printer jams. Anne Marie Middlesworth stated the print on demand help with eliminating the risk of the voter getting the wrong ballot. Mark Coakley stated this also will decrease the costs of ordering ballots. Mark Coakley will add to the budget an extra machine and printer for the Voting Technicians to use to replace if needed at the precincts. The Electoral Board discussed a supplement fund for staffing voting satellite locations.

The Electoral Board reviewed upcoming budget hearing dates and a tentative date of March 2022 for VEBA at the Homestead.

On a motion by Mr. Shippee, and seconded by Mrs. Woodson; and by unanimous vote, the Electoral Board accepted the Budget FY22/23 for the Registrar's office.

The vote of the Board was as follows:

Aye
Yvonne Smith
Robert Shippee
Cathy Woodson

Nay

Other items- none

Public comments-

Nancy Smith asked is the approved budget available for public viewing. Mark Coakley stated the Registrar's office approved budget will be posted online for public viewing. Nancy Smith also stated that the pollworker observers could hear but not able to see the intake process during the in person voting for the November 2021 election at the Western Government location. Mark Coakley explained the poll pad contains private voter information that is not for public viewing. Tammy Beard asked if the ballot on demand will be fed into the DS200 scanner and will this create longer election result tapes for the Central Absentee Precinct. Mark Coakley will research how the ballot on demand will affect the election reporting for Absentee.

Good of the order- none

Adjournment

There being no further business, on motion of Mr. Shippee, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to recess the meeting at 1:29 p.m.

The vote of the Board was as follows:

Aye
Yvonne Smith
Robert Shippee
Cathy Woodson

Nay

Yvonne Smith, Chair

Robert Shippee, Vice Chair

Cathy Woodson, Secretary