

# Minutes of Electoral Board Meeting February 23, 2021

## CALL TO ORDER

Meeting convened at: 10:04 A.M.

In attendance: Kim McKiernan, Director of Elections; Denise Chandler, Chairman; Dabney Kirchman, Vice-Chairman; Robert Klaus, Secretary; Martha McIntosh, Republican Party Observer

Meeting convened pursuant to Va. Code §24.2-671.1: “ELECT (Virginia Department of Elections) is required to coordinate an annual statewide post-election Risk Limiting Audit (RLA) of ballot scanner machines used in the Commonwealth of Virginia. The November 3, 2020 General Election will be the subject of this audit.

- “Ballot retrieval – This meeting will serve as the public meeting to retrieve the ballots on the ballot retrieval list. A review board of two people from each participating locality will retrieve ballots and record the Presidential and Senatorial votes on a tally sheet.
- “Entering ballot tallies - After retrieving the ballots, localities will enter the vote(s) cast for the Presidential and Senatorial contest on each ballot into VotingWorks’ audit software.
- \* “After all localities have entered the tallies into the system, ELECT will review and announce the audit completion and its results at a virtual meeting on **Tuesday, March 2 at 11:30 AM**. A video recording of this meeting will be made available.”

## OLD BUSINESS     Robert Klaus, Secretary

- Approval of Draft Minutes from Electoral Board Meeting of February 3, 2021
  - (Draft distributed via email.)
  - Minutes were approved as distributed after minor discussion.

## NEW BUSINESS

- **Risk Limiting Audit**
  - Create an audit Board – separate Primaries Bob & Dabney
  - recover Box 5 &7 (Precinct 501 and CAP)
  - Box 7 Ballot #301; Box 5: Ballot #231
  - Recorded & Reported results via “Arlo”
  - Restored Ballots to County Clerk Safe

## CLOSED SESSION

The Electoral Board will conduct a closed meeting in accordance with §2.2-3711 (A)(1) of the Code of Virginia for the purpose of:

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*Performance, demotion, salaries, and disciplining of specific public officers, appointees, or employees of any public body; ... (§2.2-3711 A (1))*

- 11:57 motion to convene Closed Session; seconded; unanimous approval.
- Discussed personnel issues
- 12:50 Resumed Open Session

**Open Session**

- Reviewed a letter from Fire Halls regarding issues with use as polling stations
  - Additional clean-up requested
  - Political signage is not removed at conclusion of voting
  - EB Chair will reply in person to contact point.
    - We assumed normal cleanup is included in rental fee; we would need timely notification if extra effort required
    - The Electoral Board and Registrar's Office have no connection with political signage; recommend contacting Political Party Chairs directly.
- Budget changes proposed for presentation to Board of Supervisors 1 March regarding Elections Budget Line Items were reviewed
  - Proposed letter to County Administrator recommending modifying proposed transfers
  - After discussion, an outline was proposed; draft to be completed and shared by Secretary for finalization.


**ADJOURNMENT**

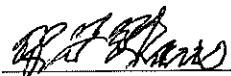
- The meeting adjourned at 12:40 P.M.

Respectfully submitted,  
Robert Klaus, Secretary  
Rappahannock Electoral Board  
February 25, 2021

**APPROVALS:**

  
\_\_\_\_\_  
Denise Chandler, Chair

  
\_\_\_\_\_  
Dabney Kirchman, Vice-Chair

  
\_\_\_\_\_  
Robert Klaus, Secretary

**MOTION TO CONDUCT A CLOSED MEETING**

I move that the Rappahannock County Electoral Board conduct a closed meeting in accordance with (2.2-3711 A (1)) of the Code of Virginia for the purpose of:

1. Discussion and consideration of the performance of specific employees of any public body: (2.2-3711 A (1))

The subject matter of closed meeting will be:

1. Personnel

**RECORD OF VOTE AS TO THE AFORESAID MOTION**

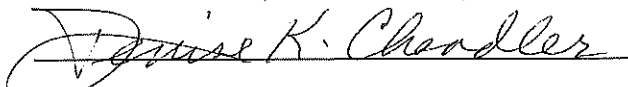
	Motion by 2 <sup>nd</sup>	Absent/Abstain	AYE	NAY
Denise Chandler			/	/
Bob Klaus	/		/	
Dabney Kirchman	/		/	


**CERTIFICATE**

Do each of you certify that to the best of your knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Electoral Board in the closed meeting?

	AYE	NAY	ABSENT
Denise Chandler	/		
Bob Klaus	/		
Dabney Kirchman	/		

The aforesaid Motion and Certificate were adopted in open session at a public meeting of the Rappahannock County Electoral Board on February 23, 2021 by roll-call vote as shown above. The Certificate was adopted immediately after the closed meeting at a reconvened open meeting.

  
 \_\_\_\_\_  
 Chairman, Denise Chandler

ATTEST:  
  
 \_\_\_\_\_  
 Secretary, Bob Klaus