

**CAROLINE ELECTORAL BOARD
MEETING MINUTES
MAY 11, 2021
10:00 A.M.
212 NORTH MAIN STREET
BOWLING GREEN, VA**

MEMBERS PRESENT: Chairman John Nunnally, Gloria Taylor, and Cheryl Johnson.

MEMBERS ABSENT:

STAFF: Kathy McVay, General Registrar

OTHERS PRESENT: IT Manager David Sadler

The Chairman called the meeting to order at 10:03 A.M. and determined that a quorum was present.

Minutes – April 13, 2021: On Motion by Johnson, seconded by Taylor, the Board voted to approve the minutes as written: Voting Aye: Nunnally, Taylor, and Johnson.

IT Update: Sadler stated that the new server had been received from the vendor and would be installed June 14-15, 2021. He stated that this would improve the operations for the Registrar's Office and that their data would be stored on that server. He stated that the Registrar's email would still be served by the vote.carolinecountyva.gov to accommodate the international mail. Sadler stated he and the Registrar had been reviewing policies for the IT security. He stated that they would be meeting with B.W. Murray to refine the policies. He stated that those policies would need to be reviewed and approved by the Electoral Board at a further meeting. He stated that the GR staff would be required to have security training. He discussed more training and policies that would need to be implemented to comply with HB 2178.

Registrar's Report:

Public Information Officer: The Registrar stated felt that the Board needed to designate a Public Information Officer for the Election Information. This person would be the contact person for all public release of information. On Motion by Johnson, seconded by Taylor, the Board voted to appoint Chairman John Nunnally as Public Information Officer: Voting Aye: Nunnally, Taylor, and Johnson.

Split Precincts: The Registrar stated that she had sent an email out to the Board and the County Administrator regarding §24.2-307 which requires the elimination of split precincts for elections held in November 2021. She stated that there were 4 precincts that are affected by this. The GR stated that she had asked the County Administrator to refer the matter to the County Attorney and the process would be to request that the Board of Supervisors at their earliest meeting to approve the request for a waiver. On Motion by Johnson, seconded by Taylor, the Board voted

to approve the request for a waiver of the requirements for the elimination of split precincts. Voting Aye: Nunnally, Taylor, and Johnson.

CLOSED SESSION: On Motion by Johnson, seconded by Taylor, the Board voted to go into Closed Session in accordance with State Code §2.2-3711-A 1 to discuss personnel matters. Voting Aye: Nunnally, Taylor, and Johnson.

OPEN SESSION: On Motion by Johnson seconded by Taylor, the Board voted to go into Open Session. Voting Aye: Nunnally, Taylor, and Johnson.

CERTIFICATION: On motion by Taylor, seconded by Johnson, the Board voted to certify that only public business matters lawfully exempted from open meeting requirements under 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 discussed or considered:

Nunnally.....Aye
Johnson.....Aye
Taylor.....Aye

Training – June 8, 2021 Primary: The training will be held on May 26th at 3 pm for chiefs and assistant chiefs and 4 pm for the Officers of Election. The Board discussed the plan for training. The CAP training will be on May 27th at 2 pm.

Adjournment: The meeting was adjourned at 12:07 p.m. Voting Aye: Nunnally, Taylor, and Johnson.

_____Secretary