



City of Fredericksburg Office of
Voter Registration & Elections

MINUTES SEPTEMBER 5, 2023

BOARD MEETING

Meeting called to order by Chair Rodriguez at 5:36 pm

Attendees:

EB: Chair Rene Rodriguez
Vice-Chair Scott Walker
Secretary David McLaughlin
GR: Director of Elections Jessica Atkinson

Public Speakers: Raymond Herlong, City of Fredericksburg Officer of Election and
Assistant Precinct Chief

Mr. Herlong spoke on behalf of voters. He stated that citizens dread "the gauntlet" of campaigners on election day. Campaigners and party workers act aggressively toward voters as voters make their way to the polls. During the June 2023 Primary, Mr. Herlong heard campaigners complaining regarding the size of their designated area. Mr. Herlong serves as an Assistant Chief at Precinct 201. He feels it is the responsibility of the Precinct Chief to define and enforce acceptable behavior. Mr. Herlong advocates more standardized enforcement of rules for campaigners at the precincts.

Observers: Marianna Bedway - community member
Raymond Herlong - community member, Officer of Election
Rupert Farley – Fredericksburg League of Women Voters

A. Approval of the Agenda

There were no changes to the posted Agenda. Vice-Chair Walker moved to accept the Agenda and Secretary McLaughlin seconded the motion. The Agenda was approved by unanimous vote.

B. Approval of Minutes

601 Caroline Street Suite 500 Fredericksburg, VA 22401

Email: vote@vote.fredericksburgva.gov

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Telephone: 540-372-1030 Fax: 540-373-8381



Electoral Board Meeting August 8, 2023. There were two typographical errors in the Minutes, each misidentifying a member of the Electoral Board. Vice-Chair Walker moved, and Secretary McLaughlin seconded to accept the Minutes with these two corrections. These corrections were made during Closed Session and the Electoral Board members signed the Minutes.

C. Closed Session

Motion made by Vice-Chair Walker at 5:59 pm to go into closed session, and it was approved. The Electoral Board went into Closed Session as pursuant to §2.2-3711 (A) (1) of the Code of Virginia to discuss personnel issues, and §24.2-410.2 or §24.2-625.1 of the Code of Virginia to discuss Election Security. All present attended the session. The observers were excused.

D. Certification of Closed Session

Upon a motion by Vice-Chair Walker and seconded by Secretary McLaughlin, and passed by unanimous affirmative vote in open session, it was certified that only public business matters lawfully exempted from open meeting requirement and only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered in the closed session of the Electoral Board.

E. Approval of New Officers of Election

Eleven applications were put forth for appointment as new officers of election. Vice-Chair moved to appoint the new applicants as Officers of Election and Secretary McLaughlin seconded. The motion passed by unanimous vote. The approved applicants are Barbara Cavalier, Timothy Cycyota, Susan Hoffman, Frank Maloney, Peter North, Nancy Fahy, Taylor Mobley, Kyana Morris, Paul Rabatin, Shaliek Tarpley, and Clinton Van Zandt. All the approved applicants will be added to the Officer of Election Roster and GR will notify each of them accordingly.

GR requested that the current Officers of Election with expired or expiring Oaths be reappointed. Vice-Chair Walker moved to amend the Motion to Appoint Officers of Election to include those current Officers whose Oaths have expired or are expiring. Secretary McLaughlin seconded. The Motion passed unanimously.

F. November 2023 General Election

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- a. Approval of Officer of Election Precinct Assignments for November General. Vice-Chair Walker made a motion to approve the Officer of Election Roster assignments for the November 2023 election. Chair Rodriguez seconded the motion, and it passed by unanimous vote.
- b. Pre-Processing Dates. By Virginia Code, preprocessing must occur on the Monday or Tuesday and the Friday or Saturday during the week before the election. Preprocessing will take place on Monday, October 30 at 10:00 am and Saturday, November 4 at 10 am.

GR would like to add an additional day of preprocessing in October to familiarize staff with the new envelopes issued by ELECT. The additional date is set as Wednesday, October 18 at 12:00 noon.
- c. Provisional Process – changes based on new ELECT guidance. The new Same Day Registration application is on the envelope.
- d. Canvass Dates. Canvass dates are established as Wednesday, November 8 beginning at 10:00 am, immediately followed by Closed Session to review Provisional Ballots. Continued Provisional Ballot review will take place on Monday, November 13 at 2:00 pm.
- e. Checklists. GR will forward via email updated Precinct Supply Checklist to Electoral Board members for their review.

G. ELECT Advisory regarding ADA Compliance

The Electoral Board has conducted its review of Precincts for compliance with ADA specifications. GR will email the Checklist Form to the Electoral Board so that the forms may be completed and filed for compliance.

H. Budget Update for 2025

The City Budget Analyst will meet with each City Department to discuss FY 2025 needs. Chair Rodriguez would like to be included in that meeting to ensure that additional funds are requested considering the need to add at least one voting precinct. A new precinct is estimated to cost \$15,000. At the present time, there is enough equipment to manage an additional precinct, barring any needs for replacement or repair.

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I. Meeting with City of Fredericksburg School Board

GR has requested a meeting date and had a telephone conversation with Deputy Superintendent Matthew Eberhardt but has not received a definitive date for a meeting. Chair Rodriguez expressed the need to have Dr. Marceline Catlett, Superintendent, at the meeting, and would like the meeting to occur in September.

As a side note, Chair Rodriguez attended the Loisann's Day event on August 27. He had positive comments about the Registrar's Office booth at the event. He also met Principal Snyder of Hugh Mercer Elementary School and had a brief discussion regarding the June 20 Primary and the upcoming November election.

J. Update of Letter to City Council

GR will email to the Board a draft of her letter to City Council requesting the establishment of a new Precinct. The City will not be allowed to change the existing wards during this process.

K. Director's Report

- a. The office has received over 100 Absentee Ballot applications in the past week. Most are duplicates. There are two non-profit associations organizing mass mailings to generate Absentee Ballot registration applications. Each application must be processed and then accepted or declined as a duplicate.
- b. Bi-weekly Department Head Meeting. The City has acknowledged a hard stop date of September 21 regarding construction required to convert the front storage room of the Registrar's Office. If construction cannot be completed by September 21, it cannot be started until after the November election.

Chair Rodriguez would like a timeline for construction on Caroline Street and a status of parking garage elevator repairs. Chair Rodriguez will draft a letter to City Manager Tim Baroody expressing the needs of Fredericksburg citizens during the election process.

- c. Planned Office of Voter Registrar and Elections outreach.
 1. September 7 – GR will speak as part of a panel at UMW.
 2. September 19 – National Voter Registration Day at UMW.

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- 3. September 20 – League of Women Voters event at Mill Park Terrace.
- 4. September 23 – DisAbility resource fair at Fredericksburg Fair Grounds.
- 5. Our Outreach Coordinator is working on the VRC Fair.

d. GR will order shirts for the Electoral Board to wear on Election Day and will investigate lanyard badges.

L. Other business

- a. L&A Testing. L&A testing will be moved to September 20 at 1:00 pm as The Equipment Manager is unable to be in the office on September 15.
- a. Election Day Signage. Continuation of the discussion at the meeting on August 8. GR will reach out to the Sign Shop to determine the location of existing signs or if new signs need to be fabricated.
- b. GR is developing notebooks for the Officers of Election.
- c. VEBA meeting September 14 at 11:00 am, at Renato’s Restaurant.

M. Meeting Adjournment

The Electoral Board meeting was adjourned at 7:39 pm.

Next Meeting tentatively scheduled for October 3, 2023 at 5:30 pm.

Respectfully submitted,

David Martin McLaughlin
Secretary

Chair Rodriguez: _____ *ABSENT*

Vice-Chair Walker: _____ *[Signature]*

Secretary McLaughlin: _____ *[Signature]*

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DIRECTOR'S REPORT

NOVEMBER ELECTIONS

- Ballot Order placed with printing vendor.
- Waiting for ELECT approval to have the ballots posted.
- New Absentee envelopes ordered.
- Officer of Elections surveyed for the availability for November Elections.
- Ballot on Demand Set up.

ELECT

- New Provisional Envelopes released by Department of Elections. The registration application for Same Day Registration is on the envelope. Envelopes will be provided by Department of Elections
- New requirements for security training released.
- Updated training for Same Day Registration
- Updated training for Authorized Representatives
- Updated What Ifs released.
- Updated ID list released to include electronic IDs.

CITY OF FREDERICKSBURG

- Information Technology updated security training to fit new standards released by Department of Elections to meet the 08/31/2023 deadline. All Staff completed training.
- Voicemail reset and an office mailbox will be set up for voters to leave messages.
- Attended biweekly department head meetings.
- Met with Jack McGovern about the LESS updates needed to the COOP plan for the city.

CANDIDATES

- All candidates have filed statement of Organizations and opened campaign finance accounts.
- Scott Foster will appear as J Scott Foster on the November ballot to meet the Ballot Standard from Elect
- Will send out campaign sign information to all candidates.
- The General Registrar continues to answer all questions for candidates.

DIRECTOR'S REPORT

COMMUNICATIONS

- Posted several social media posts for National Poll Worker Day. Received several phone and email inquiries.
- Updates to the website made.

OUTREACH

- Aspen Johnson attended 2 community outreach events
- Developing a brochure for Officer of Election recruitment
- Planned Outreach events for September.
- General Registrar will speak as part of a panel at UMW on 09/06/2023.

MISCELLANEOUS

- Weekly staff meetings to keep staff updated.
- Attended Regional Meeting to discuss new changes for November 2023 and best practices.
- Provide training for staff on new policies and procedures.
- Converting Officer of Elections to EFT payments.

DIRECTOR'S REPORT

September 5, 2023

NCOA Mailing:

ELECT sent out NCOA mailers to voters on July 24 and those voters had 30 days to return them or be converted into INACTIVE status in VERIS.

On August 24, almost 400 voters in the City became INACTIVE.

We cancelled registrations for 35 voters who have moved out of state because we received those NCOA mailers back.

Absentee Ballot Applications:

All permanent absentee ballot applications (PAB) have been reviewed by staff and those voters who are now in INACTIVE status have had their PAB manually cancelled, per guidance from ELECT.

Both political parties and many third-party entities are encouraging absentee by-mail voting.

In the last 10 days we have received over 120 absentee ballot applications. This is a dramatic increase, even leading up to an election.

Voter Participation Center (VPC) and Center for Voter Information (CVI) will mail out 1,684 and 879 absentee ballot applications respectively to residents of the City of Fredericksburg on September 14.

Registration Push:

VPC and CVI will also be mailing out 1,631 and 126 registration applications respectively.

Processes and Procedures:

Developing new, written beginning of day and end of day procedures for the office, accounting for changes in process because of Ballot on Demand (BOD).

Worked with assistance from other Registrars' offices to create a more streamlined process for Pre-Processing.

Revised Election Day Supply list.

Completed new ELECT training on changes to SDR process.