

**ELECTORAL BOARD OF MIDDLESEX COUNTY
MINUTES OF SCHEDULED MEETING
105 BOWDEN ST
SALUDA, VIRGINIA 23149-0358**

Date: February 4, 2021

Time: 10:00 AM

Call to Order

Chairman Cockrell called the meeting to order.

Roll Call

Those present included:
Barbara Cockrell, Chairman
John Scott, Vice Chairman
Melford Placilla, Secretary
Melissa Welch, Director of Elections & General Registrar
Hope Burke, Assistant Registrar
Hallie Holmes, Democratic Party Chair
Lynda Muller, Republican Party Chair

Agenda

Chairman Cockrell stated all Electoral Board members, staff, party chairs and public are attending via electronic communications. The purpose is to finalize the FY21/22 budget requests for presentation to the Board of Supervisors. Chairman Cockrell stated EB Bootcamp will be offered via ZOOM as well as in-person on February 13, 2021. Vice Chairman Scott moved to amend the agenda to hold Closed Session to the end of the agenda. Secretary Placilla seconded the motion. All were in favor and the motion was carried.

Roll Call

Chairman Cockrell "Aye"
Vice Chairman Scott "Aye"
Secretary Placilla "Aye"

Approval of Minutes

The Minutes were approved as written from the December 29, 2020 meeting.

Roll Call

Chairman Cockrell "Aye"
Vice Chairman Scott "Aye"
Secretary Placilla "Aye"

Registrar's Report

Registrar Welch and IT Director, Kevin Gentry, attended a meeting on February 3, 2021 with Assura Inc. concerning assistance to the Elections Department security of elections. Assura Inc. requires a monthly fee but the demands of elections policy, procedures, and security depends on this investment. Director Gentry recommends the Electoral Board meet with Assura Inc. in order to be made more aware of what they offer. The EB will provide questions to be reviewed with Director Gentry for discussion with Assura Inc. Registrar Welch has completed all certifications: Director of Elections Certification, FOIA Officer Certification and EB Certification. Registrar Welch and staff have been signed up to receive the COVID 19 vaccine. One packet for BOS has been picked up for the upcoming November election. Ballot images from the Wilton Precinct OVO machines have been retrieved. The OVO motherboard had to be replaced. A Risk Limiting Audit (RLA) will be held statewide. The RLA will be conducted between February 23(after 5PM) and February 26, 2021. Registrar Welch stated the Security Plan needs to be completed today, noting once the new equipment has been received the Plan will need to be updated again. The deadline to update the equipment is June 2021. Elect requires updates to be completed by December 31, 2021.

New Business

The Officers of Election for the term of three years starting March 1, 2021 and ending February 28, 2024 were present. Secretary Placilla moved to approve the list. Vice Chairman Scott seconded the motion. All were in favor and the motion was carried.

Roll Call

Chairman Cockrell "Aye"
Vice Chairman Scott "Aye"
Secretary Placilla "Aye"

The appointed OOE will be notified via mail, once responses have been returned with party affiliations, lists will be sent to respective Party Chairs for approval. All OOE not affiliated with a party or approved by Party Chairs will become Independent.

There are two certified vendors in the state who provide electronic pollbooks. A presentation has been given by DemTech Voting Solutions, LLC. The quote to purchase new voting equipment is \$36,000. This does not include an additional \$12,100 for new voting equipment in the next fiscal year. Secretary Placilla recommends all elections equipment be up to date by June 2021. Secretary Placilla suggests presenting the budget with an additional \$48,100 for the purchase of new voting equipment. The budget memo will be revised and sent to the Board of Supervisors with an option to give \$36,000 in the current FY 20/21 and \$12,100 in the next FY21/22. Vice Chairman Scott moved to revise the budget memo with these adjustments. Secretary Placilla seconded the motion. All were in favor and the motion was carried.

Roll Call

Chairman Cockrell “Aye”
Vice Chairman Scott “Aye”
Secretary Placilla “Aye”

Vice Chairman reviewed with the EB members the advanced planning calendar. The EB will be reaching out to two churches in Urbanna as possible new Urbanna Precinct locations.. Chairman Cockrell will speak with BOS member Pete Mansfield; the location is part of the Saluda District which he represents. The new location needs to be obtained by April 1, 2021. A letter to the churches will be composed by Registrar Welch.

Executive Session

A closed executive session was held, pursuant to article §2.2-3711 at 11:19 AM in order to discuss personnel matters, as well as the Registrar Welch’s salary. We, the Electoral Board, certify only public business matters lawfully exempted from open meeting requirements under FOIA were heard, discussed or considered in the closed executive session. The executive session concluded at 11:22 AM. Vice Chairman Scott moved no action by the board was necessary. Secretary Placilla seconded the motion. All were in favor, the motion carried.

Roll Call

Chairman Cockrell “Aye”
Vice Chairman Scott “Aye”
Secretary Placilla “Aye”

Registrar Welch’s salary was discussed. Secretary Placilla moved “In 2019 the EB developed a plan for compensation for the Registrar and we wish to continue with that plan and are awaiting the actions of the legislature to determine what’s necessary in the FY21/22 budget cycle.” Vice Chairman Scott seconded the motion. All were in favor and the motion was carried.

Roll Call

Chairman Cockrell “Aye”
Vice Chairman Cockrell “Aye”
Secretary Placilla “Aye”

Adjournment

Vice Chairman moved to adjourn the meeting. Secretary Placilla seconded the motion All were in favor and the motion was carried.

Roll Call

Chairman Cockrell “Aye”
Vice Chairman Scott “Aye”
Secretary Placilla “Aye”

There being no further business, Chairman Cockrell declared the meeting adjourned at 11:40 AM.

Next Meeting

The next meeting will be held on March 4, 2021 at 10:00 A.M. via ZOOM.

Signatures

Barbara Cockrell, Chairman _____

John C. Scott, Vice Chairman _____

Melford Placilla, Secretary _____