

King William County Electoral Board Meeting Minutes – July 10, 2024

The King William County Electoral Board met at the office of the General Registrar on Wednesday, July 10, 2024, in accordance with Virginia State Code 24.2-107.

Present for the meeting were:

John B. Breeden, Chair
Robert Hughes, Vice Chair
Christine Hall, Secretary
Alison W. Fox, General Registrar/Director of Elections

Call to Order: The Chair called the meeting to order at 12:32 PM.

New Business:

a) Approval/Review of Minutes:

- The Board signed the approved minutes of:
 - June 3, 2024
 - June 20, 2024
 - June 21, 2024
 - June 24, 2024

b) Election Planning for November General:

- i. **Ballot Order:** The 2020 general election experienced approx. 70% turnout. Since this election turnout might be higher, Ms. Fox will place a ballot order for 115% of the number of registered voters.
- ii. **Staffing size recommendations:** To staff the polling locations in anticipation of the large voter turnout the following staffing levels are needed: West Point, Aylett, Manquin and Mangohick need 6 workers while Sweet Hall and Courthouse need 5. CAP will need no less than 4. To fully staff at these levels another 5-6 new recruits will be needed. Ms. Fox is actively looking for additional recruits and Board members were encouraged to do the same. In addition, during weekdays for early voting, 2-3 Officers will be needed to conduct early voting but for the scheduled Saturday voting, Ms. Fox and her staff will be available for early voting.
- iii. **Rate for Officers to work early voting:** Officers will be paid \$12 per hour to work early voting (8:30 – 4:30) and will work 2 -3 days/week. At this rate, early voting will cost an additional \$6144 for staffing.
- iv. **Pollbooks:** Training for the new KnowInk system will take place on August 23, 2024, for the following: Ms. Fox and her staff, Electoral Board and Chiefs. Training for OE's will be scheduled at a later date. Ms. Fox also noted that she has training for E-polls on Monday, July 15th.

c) Insurance at Polling Locations: Ms. Fox spoke to the County insurance contact who in turn will speak to the carrier – VERSA - to determine if we are covered or what additional coverage is needed.

Old Business: No old business was discussed at this meeting.

GR Remarks:

a) **State training:** July 18th and thus the office will be closed as allowed by state regulations.

b) **Vacation dates:** Ms. Fox will be on vacation from 7/19/24 – 7/28/24.

Closed Meeting: At 1:01 PM, Mr. Hughes motioned to go into closed session pursuant to Section 2.2-3711(A) (1) and (34) for the purpose of discussing cyber security policy and the voting system security plan as well as annual performance review. The motion was seconded by Ms. Hall and was unanimously approved.

Open Meeting: At 2:18PM, Ms. Hall moved to return to the open meeting session, seconded by Mr. Hughes and was unanimously approved.

We certify that the King William County Electoral Board convened a closed meeting on July 10, 2024, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

The King William County Electoral Board further certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board in the closed meeting.

Addition to GR Remarks: Ms. Fox noted that the Board of Supervisors appealed staggered terms for supervisors and thus in 2025 Districts 1 & 5 will have an election for Board members for 2 years and in 2027 all districts will have an election for 4-year terms.

Adjournment: On motion by Mr. Hughes, seconded by Ms. Hall, the Electoral Board voted to adjourn the meeting at 2:20 PM, the motion was unanimously approved.

Next meeting: TBD

John B. Breeden, Chair

Robert Hughes, Vice Chair

Christine Hall , Secretary