

BEDFORD COUNTY ELECTORAL BOARD

Minutes – meeting convened at 11:30 a.m. July 26, 2021 – Office of the GR, Bedford, Virginia.

Electoral Board members Janeta Dudley, Carleen Bowyer, Steven M. (Mike) Waldmann and General Registrar Barbara Gunter were present.

The Electoral Board met to:

- Approve minutes from the February 24, 2021, and June 6, 2021 meetings of the Board of Elections
- Conduct the annual performance evaluation of the General Registrar
- Discuss process for allowing of split shift Election Officials on Election Day
- Discuss training of all Election Officials on new electronic poll book equipment

BoE Vice Chair Bowyer moved that the minutes from the February 24th and June 6th of this year be approved as written. The motion was seconded by Waldmann and was passed with unanimous approval. GR Gunter briefed the Board on a new process for posting minutes of EB meetings required by the County Board of Supervisors.

The Board discussed the desire by some Election Officials to split up the Election Day poll working into two shifts. The Board acknowledged that Election Day is a long work day and many of our older EOs are finding it difficult to complete. The Board agreed to experiment with split shift EOs based on the following parameters.

1. Optional for EOs only (not an option for Chiefs and Asst. Chiefs)
2. EO must find their own partner from among master list of trained EOs and gain approval of the pct. Chief
3. First person on the paired team must continue until properly relieved by the paired team partner, regardless of time of day,
4. Chief confirms that the second person is ready to serve prior to the first person leaving
5. Prior to the switch the Chief and EOs confirm the public counter numbers on the EPB and ICE machines and reasons for any difference
6. EO leaving during the day must sign the SOR with the departure time indicated
7. Second paired EO must remain until all pct. work is completed and Chief releases everyone
8. Payroll will be based on an hourly basis prorated on the Election Day EO service pay

With the upcoming acquisition of new electronic poll book equipment the board discussed the need to train all EOs on the equipment prior to the November election. GR Gunter is making arrangements to have the training conducted at the local community college using previously trained EOs as instructors. With approximately 300 EOs needing training the GR anticipates the training will be conducted during the period late August to early October.

Chairwoman Dudley moved that the board enter closed executive session to discuss the performance evaluation of the General Registrar. Vice Chairwoman Bowyer seconded the motion which passed by unanimous vote. The Board entered executive session at 11:55 a.m.

The Board conducted a thorough performance evaluation of the General Registrar and noted her exceptional performance in carrying out the duties and responsibilities of that position.

At 12:20 p.m. Chairwoman Dudley moved to reconvene in open session and a roll call vote was taken and unanimously certified that during closed session only public business matters lawfully exempted from open session requirements under Virginia Code and only such public business matters as were identified in the motion by which the closed session was concerned were heard, were discussed or considered. Vice Chairwoman Bowyer seconded the motion and the Board unanimously approved the motion.

Chairwoman Dudley asked if there were any public comments and there were none.

No additional items were discussed during the meeting.

Vice chair Bowyer moved the meeting be adjourned. The motion was seconded by Waldmann and passed by unanimous vote. Chair Dudley declared the meeting adjourned 12:24 p.m.

Steven M. Waldmann, Secty.
Bedford County Electoral Board