

Minutes
Pittsylvania County Electoral
Board



May 11, 2023

The Pittsylvania County Electoral Board met on Thursday, May 11, 2023 at 10:00 AM. The meeting was held at the Electoral Board Office, 18 Depot Street, Chatham, VA 24531.

Members present: Arlene Burkhardt, Lester Terry and David Law.
Director of Election/General Registrar-Kelly Keesee.

The meeting was called to order by Lester Terry at 10:15 AM. The agenda was approved. David made a motion to approve the minutes of the meetings in April.

Board Member Remarks: There were no remarks made at this time.

Registrar's Report:

1. Tunstall #106 The Mt. Herman Fire Dept. was contacted by Kelly Keesee and they declined us the use of the building for a precinct. Kelly reached out to Mt. Herman Baptist Church to propose the use of this facility for voting. She is waiting to see if they approve and they will do a site survey to see if the facility meets code. Ad will follow in paper and both party chairs will be notified if this site is approved.
2. Kelly updated us in regards to the renovations of the Registrar's office. Public works and Connie Gibson (the county purchasing manager) had a pre-bid conference with potential contractors yesterday. The quotes are due May 25 with work to follow and be completed well before the election in November.
3. Kelly updated the election officials. She is still waiting on a few others to check in and then those changes can be added to the list.
4. All the Electoral Board minutes and monthly meeting dates through December 2023 have been posted on the county website.
5. Kelly Keesee gave us an update on the security specialist and the CINP interns that will be working this summer. Eli Clark will be the PT/IT security specialist. His duties will be to bring our system up to the standard required by LESS. The CINP interns will work on policy and documentation implantation.
6. Kelly gave an update on the budget for FY24. There were several areas that were cut. The consequences of these changes will effect the next year's election and Kelly is already planning on working on several areas that can possibly be worked on.
7. Kelly said she recently finished her CERA Certification and will graduate in August.
8. The G/R appointment term ends in June 30, 2023.
9. David brought up the schedule of the G/R and the Deputy Registrar. Due to the pandemic, they had alternated days and worked from home. The Board asked that the G/R and the Deputy Registrar no longer do this and perform all duties from the office effective immediately. The Electoral Board would also like to see the implantation of a calendar so we would know when someone is out or in a meeting.

The next meeting is scheduled for June 8, 2023 at 10:00 AM.

With no further business to discuss, the meeting adjourned at 11:20 AM.

Respectfully submitted,