

Pittsylvania County Electoral Board

18 Depot Street

Chatham, VA 24531

July 13, 2023

ATTENDANCE:

Members: Anita White-Chair

David Law-Vice Chair

Arlene D. Burkhardt-Secretary

The meeting was called to order by Chair Anita White at 10:00 AM. A roll call of members present read by Secretary Arlene as follows: Vice Chair David-present Chair Anita-present Secretary Arlene-present

Chair Anita asked if there were any revisions to the agenda. Vice Chair David asked to read a conduct statement. The conduct statement was obtained through the county attorney. Vice Chair David made a motion to approve and Secretary Arlene seconded the motion. Chair Anita opposed the motion.

Approval of the agenda was unanimous.

The minutes were read from the previous meetings. A correction was made by Vice Chair David that the agenda on July 3<sup>rd</sup> were not approved at that meeting.

Recognition of Visitors for specific business in which there was none at this time.

Public comment: Roy Ford read a letter which was given to Chair Anita at the conclusion.

Vice Chair David made a motion to go into closed session at 10:24 AM per Virginia Code Section 2.2-3711 to discuss personnel matters. We returned to an open session at 11:07 AM and closed session certification was given by Vice Chair David per Virginia Code Section 2.2-3712. Statement read as follows: "The members certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under VA code 2.2-3712 and only such public business matters were heard, discussed, or considered in the meeting by the public body." Followed by a roll call vote read by Secretary Arlene. Vice Chair David-yes Chair Anita- Yes Secretary Arlene-yes.

Vice Chair David Law made a motion that we appoint Shani Shorter the general registrar for Pittsylvania County. Secretary Arlene seconded the motion and called for a roll call vote. Vice Chair David-yes Secretary Arlene-yes Anita-no.

The Chair Anita reported on the following items for the Electoral Board. Chair Anita stated that even though July 3, 2023 was a holiday, it was a conflict with the person we were interviewing for the position of registrar. The Board made an exception so that the interview could proceed so the person interviewed would not have to take off work. Chair Anita reported that she had

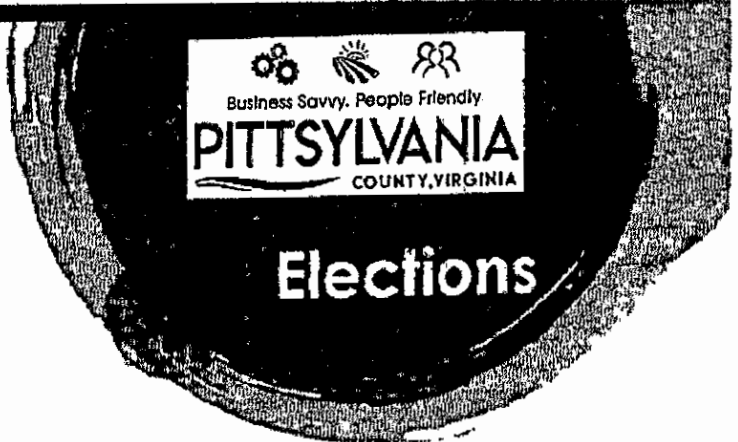
placed into effect a key control procedure that everyone would follow. Chair Anita also reported on the following: changes to mailing absentee ballots, her scheduled Virginia Electoral Board training, giving the Oath of assistant Registrar to Ms. Tammy Reynolds, scheduling of meetings in the training room for the remainder of the year, corrections to the June 30 minutes, getting a briefing on the budget, posting of the General Registrar job, and 2023 Changes to Virginia's Election Laws.

With no further business, the meeting adjourned at 11: 13AM.

Respectfully submitted:

Arlene D. Burkhardt

Electoral Board meetings are held for internal Board and County Staff communication, discussion, and work. It is not a question-and-answer session with the audience. Therefore, during the meeting, no questions or comments from the audience will be entertained, except during the time designated specifically for public comment. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the meeting.




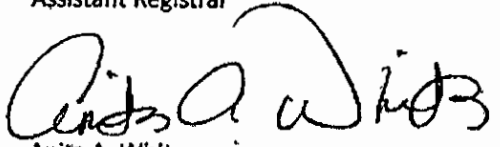
DATE: July 6, 2023  
FROM: Tammy Reynolds  
SUBJECT: Key Control Procedures

As directed by Chief of the Electoral Board, an inventory and sign out sheet will be implemented for all key usage at the Elections Training Center.

I will maintain the key box as it will be stored in a lock drawer at my current desk until a more secure place is established.

Should you have any issues or questions, please contact Anita A. White, Chairperson, Pittsylvania County Electoral Board

  
Tammy Reynolds  
Assistant Registrar

  
Anita A. White  
Chairperson  
Pittsylvania County Electoral Board

