

## **VOTER REGISTRATION AND ELECTIONS DEPARTMENT ELECTORAL BOARD MEETING**

Pittsylvania County Electoral Board

18 Depot Street

Chatham, VA 24531

August 10, 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 made a motion that whereby the Federal, Virginia, and Pittsylvania County codes that govern the rules of order for this Pittsylvania County Electoral Board are silent, Robert's Rules of Order, Newly Revised, 12<sup>th</sup> edition will govern the operations of this Board. Vice Chair David questioned Chair Anita comment on there was no need for a second. Chair Anita said as a small board we did not need one. Secretary Arlene Seconded the motion for following Robert's Rules of Order. Chair Anita called for the vote. Secretary Arlene-yes Chair Anita- yes Vice Chair David-no The motion was adopted concerning the Robert's Rules of Order.

Chair Anita asked if there were any revisions to the agenda. Vice Chair David asked for the following additions to the agenda: The conduct statement would be added, reports would only be presented by the General Registrar and not the staff. The key control procedure would fall under unfinished business. Secretary Arlene made a motion to accept the changes. Vice Chair David seconded the motion. Motion was unanimous.

Vice Chair David read the conduct statement which is attached to the minutes of this meeting.

The minutes were read by Secretary Arlene from the previous meeting of July 13, 2023. Corrections were made by Chair Anita. Secretary Arlene made a motion to accept the changes as read. Vice-Chair David seconded the motion. The motion was unanimous.

Public comments: Chuck Angier made the comment that the Electoral Board needed a lesson in Parliamentary Procedure.

Chair Anita made the following comments that she is addressing the FOIA request with the guidance of the county FOIA officer, the letter was addressed. Chair Anita stated that the minutes of all meetings are public accessible. Vice Chair and Secretary Arlene made the comment that the minutes are public accessible only in the presence of either a Board member or the General Registrar or the Deputy Registrar.

Vice Chair David asked to read his report. A copy of the letter will be attached to the minutes.

Chair Anita gave her report. Chair Anita completed her qualification training on July 20, 2023 at the Virginia Election Board Association Bootcamp in Midlothian, VA. Chair Anita reported on the Board's responsibility to provide stewardship over the resources applied to the Election Office in Pittsylvania County. Chair Anita gave an update regarding the procedure for the public to use when accessing the books, papers, and the records of the Electoral Board. The code is 24.2-107. The Budget total for 2023-2024 year is \$674,042.00. Chair Anita is working with the County of FOIA requests. Chair Anita gave the pitt.gov email addresses for the board as follows: [Anita.White@pittgov.org](mailto:Anita.White@pittgov.org), [David.Law@pittgov.org](mailto:David.Law@pittgov.org), [Arlene.Burkhardt@pittgov.org](mailto:Arlene.Burkhardt@pittgov.org).

Chair Anita introduced the new General Registrar Shani Shorter. General Registrar Shorter gave her report. It included updates on the following:

- Candidate Files

- LESS/IT Specialist (Lateral Elections Security Standards)

- Security

- ELECTION updates

- ETC Renovations to the county building

- Budget Update

- Elect Annual ADA confirmation

- Dates coming up

General Registrar Shani said that all dates would be in the paper as well as posted on the county's website. Chair Anita inquired as to whether or not the Registrar's or the county had a facebook account and if this could be added. General Registrar said that she would check on this.

Unfinished business: Vice Chair David addressed the key control procedure and the improper procedure that Chair Anita placed into effect without the consent or approval of the Electoral

Board. Chair Anita said she used executive procedure. There was discussion. Chair Anita addressed the front door locked change. Vice Chair David stated that as a matter of security and after speaking with the Sheriff this request was made to the county. Secretary Arlene made the comment that this was an internal decision made by the county since this was a Pittsylvania County owned building not an Electoral Board or General Registrar building. General Registrar addressed the key control procedure and how she has corrected the problem. The key control procedure is closed. Vice Chair David said that will take care of making procedures with the implement of by-laws.

Chair Anita addressed the position of Deputy Registrar and the oath that was required from the state. Chair Anita and Secretary Arlene made the decision to have Ms. Tammy Reynolds would be Assistant Deputy Registrar until the General Registrar was appointed. After considerable discussion, the oath of office that was taken for the appointment of Deputy Registrar is now null and void.

New Business: Vice Chair David made remarks that Officers of Elections that we as a board of Elections need to be compliant according to code and reassign officers for election. There were several changes that were recommended. In a collaborative motion Chair Anita and Vice Chair mad a motion that the General Registrar Shani and staff contact the Election officials with regard to moving from one precinct to another to balance party affiliation and then report back to the Electoral Board for the final approval. Unanimous approval.

Vice Chair David presented each board member for review. Individually this will be done by each Board member with each Board member giving a report at the next meeting in September.

The next meeting is on August 22, 2023 at 10:00 AM. Any security issues discussed at this time will be addressed in a closed session as per code.

There were no announcements at this time.

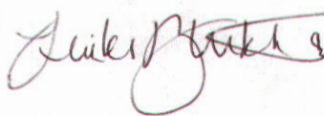
Meeting adjourned at 11:50 AM.

There was a change made to the meeting in September, therefore, the meeting was reopened to discuss. Chair Anita made the motion that the meetings would be changed from the 2<sup>nd</sup> Thursday of the month to the 2<sup>nd</sup> Tuesday of the month with the exception of Sept. 12<sup>th</sup> date which conflicts with the L&A testing. September 5<sup>th</sup> will be the meeting scheduled for the month of September. There was no discussion. Unanimous approval.

The meeting adjourned at 11:53 AM.

Respectfully submitted:

Arlene "Tinker" Burkhardt/Secretary  
Pittsylvania County Electoral Board



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.

All Cell phones in silent mode.

Pittsylvania County Electoral Board Vice-chairman's report for August 10, 2023

From the time of my first Electoral Board (EB) meeting on February 16 until June 8, 2023, Mr. Lester Terry, the Democratic party representative Mr. Roy Ford nominated to be on the EB, was the chairman. Therefore, if a failure to provide proper public meeting notice occurred; if there were any illegal EB meetings held; or the conduct of any EB meetings were not up to standards, all of these proceedings were under the chairmanship of Mr. Terry. And yet Mr. Ford continues to pretend as if Mr. Terry didn't exist, and has even submitted a written request to the county court system to have Mrs. Burkhardt and myself removed from the EB. Perhaps in Mr. Ford's world of convenience, it is logical that the Republicans on the EB are responsible for all of the so called wrongdoing he claims occurred during that time period. However, Mr. Terry was the chairman and thus was responsible for providing the public notice for meetings, and the manner in which the meetings were conducted. Mr. Ford has somehow created a reality in which Mrs. Burkhardt and myself were the ones who were in the chairman position, a very false reality.

I have yet to uncover what Mr. Ford has to gain with all of his presentation of false information, but it has become apparent to me that perhaps Mr. Ford was coaching the former General Registrar in the art of presentation of false information, as that is the exact reason Ms. Keesee was not reappointed. Ms. Keesee willfully mislead county administration to believe that she was not a county employee and therefore did not have to follow county employee policies. Clearly VA code 24.2-122 states that the General Registrar is deemed a county employee. It was Ms. Keesee's job to know the VA code regarding the Pittsylvania county office of elections and how she and her staff functioned within that office as county employees. Ms. Keesee instead decided to create her own policies, in which she accrued comp time for days and hours she deemed appropriate, including triple time for working every election day, when in reality she was exempt from comp time per county policy. Ms. Keesee also did not seek the necessary county authorization to work from home beginning in 2020 and proceeded to only go into her office an average of 10 days a month for the past 3 years. She also authorized her deputy registrar to work from home, which she did not have the power to authorize. These are but a few examples of how Ms. Keesee chose to create her own reality for the Pittsylvania county office of elections, one in which she could collect \$97,000 per year and take home envelopes to stuff for half of the time she was supposed to be working in a job that requires a very public presence. The citizens of Pittsylvania county deserve to have full-time access to an employee their tax dollars are paying a hefty salary to work full time, but <sup>Ms. Keesee</sup> only made herself available to them on average 10 days per month. This is, in my opinion, unacceptable behavior and certainly unworthy of reappointment.

Unfortunately, these are not all of Ms. Keesee's violations of county and commonwealth laws and policies, but for brevity, I will conclude my report for now.

## **Electoral Board, Pittsylvania County**

### **Chair's Report**

**August 10, 2023**

The Chair started by making a motion concerning the rules of order for this Board. This is to continue with facilitating the smooth functioning of this board. It is merely to update our records to the latest version of Robert's Rule of Order. (2:14)

Motion – I move that whereby the Federal, Virginia, and Pittsylvania County codes that govern the rules of order for this Pittsylvania County Electoral Board are silent, Robert's Rules of Order, Newly Revised, 12<sup>th</sup> edition will govern the operations of this Board.

The chair made the following corrections to the July 13, Minutes:

- Add position titles to the Board member names, in the minutes.
- Add the Chair, Anita White reported on the following subjects:

The reason for meeting on the July 3 holiday, a key control memo for the staff, 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.

The chair reported the completion of her qualification training on July 20, 2023, at the Virginia Election Board Association Bootcamp in Midlothian, Va. The topics of training were from the handbook. It included local electoral boards, precincts and polling places, voting equipment, accessibility, election day prep, central absentee precinct, provisional ballots, and Canvass. The Commissioner of Elections Beales made an appearance to the session.

As members of this Board, we are responsible to provide stewardship over the resources applied to the Election Office in Pittsylvania County. The Budget total for the 2023-2024 year is \$574,042.00.

The chair continues to work with the County on FOIA requests.

*Anita A. White*

Chair, Pittsylvania County Electoral Board

## General Registrar Report

August 10, 2023

1. I have updated the interest form per Elect guidance and the form is now available online
2. Officer election – updated list and included in Boards packets
3. Ballot Printing/envelope printing has begun and we expect to get sample ballots approved shortly after the deadline to withdraw on 9/8/23
4. Office is making preparations to begin early voting on 9/22 and election staff training will be on 9/14
5. L&A Testing is coming up and Pary Chair's have been notified. PrintElect will be on site to assist in the certification process

### Dates Coming Up

- Office Security Training – 8/22/23
- Office DS200 Training – 8/23/23
- Office PollPrint Training – 8/29/23 @2:00
- L&A Testing – 9/12/23
- Early Voting Begins – 9/22/23
- Last day to register to vote – 10/16/23
- ADA Compliance to be completed – 10/16/23
- Last day to apply for Absentee Ballot – 10/27/23
- Two Saturdays the Election Center will be open from 9-5 – 10/28 and 11/04
- Election day – 11/7

### Training Dates

- September 14<sup>th</sup> @10:00 – Early Voting
- October 10<sup>th</sup> @1:00-4:00pm
- October 17<sup>th</sup> @5:30-8:30
- October 18<sup>th</sup> @ 10:00-1:00pm
- October 24<sup>th</sup> @4:30-7:30pm
- October 26<sup>th</sup> @10:00-1:00pm
- October 26<sup>th</sup> @5:30-8:30pm Hold as backup