



MINUTES

Floyd County Electoral Board Meeting

Meeting 12 December 2024

Call to Order: 1:07 pm

Rollcall – confirmation of quorum

Attending: Paul Kitchen, Chairman
Becky Howell, Vice Chair
Bob Smith, Secretary
Sarah Campbell, Gen. Registrar
David Francisco, IT Staff

On Motion: Adopt the minutes, Meeting 14 Nov. 2024

Public Comment - No Speakers

GR Report: G. R. Campbell has qualified for her State Certification and is looking at additional training from the National Election Center and has initiated application for VRAV Certification and FOIA training through Loudoun County/EPEC.org. Considering Official office hours to be established as 8:30 am to 4:30 pm. Also considering some form of recognition and rewards for OoF's Service Time. Looking at participation in next year's Chamber of Commerce Winter Festival Christmas Tree at Jacksonville Center. Looking into possibly recruiting Scouts as volunteer Polling Place Assistants, to assist OoEs with Poll Management tasks unrelated to Ballot control. Also, G. R. Noted that our Voting Machine Manufacturer Warranties are expiring this year.

Budget - There will not be any reimbursement forthcoming for the Nov. 2024 Presidential Election. Four carryover items, Funding for replacement office Computers (3), Training Funds for G R. Office Staff, and 2 Funding items related to Network Separation and Network Security compliance.

Budget Action Items - We will need to renew our Voting Machine Warranty Contract. Renewal fee for 3-Year extension will be \$5,100.

FY 2025 Planning - LESS Checklist Certification, Due 1 March, Remediation Plan, Due 1 April, and E.B. Signoff on Checklist and Plan, 1 May. Voting System Security Plan, Due 1 June, to be considered at next EB Meeting.

June 2025 Primary - Virginia Republican Party, in compliance with updated Party Plan, will be having the June Primary Election conducted through the Commonwealth as a State Primary Election.

Network Separation Status: Almost complete, email is functioning, expecting rollout soon.

Email - Now Functional

Implementation - D. Sweeney has first new machine, we still need an additional one for Office operations. Complete autonomy expected very soon.

IT Needs and Upgrades - Three New Computers for G. R. Office are coming. Website Caching capability issue, 12-hour limit, April to Dec.

Posting of Meetings - Online Public feedback not functioning. For postings pdf files need to be sent to IT staff, D. Francisco during IT staff hours, Tu and Th, 9 am to 3 pm hours, Tu and Th, 9 am to 3 pm .

Unfinished Business - E. B. Archive Book, Updates in progress, LED Sign, Need to Inquire School Board Office regarding acquisition and cost of signs similar to they have in place at the schools.

New Business - Need to start consideration of our File Retention Policy, mainly cyber vs paper.

Action Items - LESS will address as needed, Training, need to emphasize closeout procedures at EOD on Election day, Revise the loading schematic for the equipment cages to consider relative equipment weights, Change to SDR/Provisional Voting process to require a call to the Office.

EB Job Desc. - Requested the G. R. Make recommendations as to duties and responsibilities delegated to the Electoral Board and the G.R. Office bearing in mind that the Board holds ultimate responsibility for all actions.

Discussion of Message 29 Nov. - Issue determined to have been administrative in nature, no action taken.

Discussions w. BOS re: Move and Budget - We will need to contact and setup meetings as soon as possible.

Calendar Update:

16 Dec. County Budget Meeting Carryover	13 February EB Meeting 1:00 pm	10 April EB Meeting 1:00 pm
6 January Regular VEBA Meeting, Online	3 March Regular VEBA Meeting, Online	
9 January EB Organizational Meeting 1:00 pm	23 Mar. EB Boot Camp for new and re-	
28 January VEBA Legislative Day, Richmond	appointed Members AND	
1 Feb. EB Boot Camp for new and re-	23- 25 Mar. VEBA Annual Meeting at	
appointed Members, Richmond	The Homestead	
3 February Regular VEBA Meeting, Online	7 April Regular VEBA Meeting, Online	

Next Meeting: 9 January 1:00pm

Adjourn on Motion, Adopted unanimously at 3:20