



MINUTES

Floyd County Electoral Board Meetings 11 September 2025

LAT HART Voting Machine Introduction Meeting Call to Order 9:19 am, Attending, P. Kitchen, R. Howell, R. Smith, S. Campbell D. Francisco, Meeting concluded at 12:40 am

Call to Order: 1:00 pm

Rollcall – Quorate status confirmed

On Motion: Approve the Agenda, Approved as Amended to add Review of ADA Reports for Emergency Voting Locations

Approve the Minutes of the August Meeting:
Adopted by Unanimous Consent.

Attending: Paul Kitchen, Chairman

Becky Howell, Vice Chair

Sarah Campbell, Gen. Registrar

David Francisco, IT Staff

Bob Smith, Secretary

Phyllis Hall, Deputy Registrar

Donna Sweeney, Kim Via, Staff

General Registrar Report: G.R. Campbell reported Small Town Event, Wild Robot movie was selected in final election results, Pollworker Training was discussed, and based on prior election, it was determined that emphasis should focus on SDRs and Poll Closing/Documentation procedures, with breakout for Chiefs and Assistants doing a mock closeout. Training will be conducted on 15 Oct., With afternoon and evening sessions as last time. Sample Ballots are now available, as well as Voter Guides. New Mobile ID app for cellphones is being developed to allow voters to use phone in lieu of paper/plastic ID media. G.R. has setup a new Thumbdrive Retention Policy whereby HART will be given inter-election custody of a Master Election Data Drive, this will save us the need for secure storage of multiple precinct drives onsite and save on shipping. VEBA Meeting was well-received by attendees, and we may host again. G.R. also participated in a locally produced Podcast by the County discussing the upcoming Election season. Ballot order, G.R. Has ordered 200 AB per precinct, we will obtain the PDF file to print Sample Ballots. Training will be conducted on 15 October with afternoon and evening sessions, as last time. Emphasis will be on SDRs, Poll closing documentation procedures and New Cellphone ID verification, with breakout for Chiefs and Assistants to do a mock Polling Place shutdown. Currently working on finalized Pollworker list, need to select a Chief for CAP Precinct for pre-processing dates.

Selection of Machine Techs, B. Turner is a Candidate for Town Council and cannot work, The Board appointed David Francisco and Paul Robertson as Machine Techs on a Unanimous vote. There will be a write-in candidate in the Indian Valley Supervisors race, and it was determined that we will need to create a list of Accepted name variations for use by the Pollworkers to assess voter intent, list to be provided to both Campaigns, to insure openness and fair conduct on our part. Any illegible or undeterminable ballots will go to the Electoral Board for Adjudication.

On Motion by P. Kitchen, we will establish a Team of Four (4) Early Voting Pollworkers for the Nov. 5th Canvass Meeting to Interpret and hand tally Write-in Ballots received prior to Election Day. Motion Adopted on Voice Vote: P. Kitchen, Yes; R. Howell, Yes; and R. Smith, Yes.

IT/Voting Systems Report: D. Francisco reported on L&A, the Board found an inconsistency on the voting Results Tape which, on further investigation was determined to have resulted from a human error in data entry, the results were validated manually and results were correct. G.R. Website is being updated forease of use, and Sample Ballots are now posted.

Public Comment: No Speakers

Unfinished Business: Submission of ADA Compliance reports for Emergency Voting locations. Sec. R. Smith submitted the ADA reports for all Precinct and the CAP, finding the Floyd Baptist Church and Jesse Peterman Library to be Compliant, and as the remaining locations are all Firehouses, we can use the Garage Bay doors for unimpeded access and egress. On Motion by R. Smith and 2nd by R. Howell, Reports were Approved Unanimously.

New Business: Election Day Page Program, G.R. Campbell is updating materials for the H.S. Gov't. Class teacher. Tuesday, 11 November has been designated as Pollworker Appreciation Day in Virginia, Sec. Smith will be composing a draft list of Acceptable Written Name Variations, reflecting Voter Intent for the 3 Candidates who have announced Write-In Campaigns.

Calendar Update	15 Oct. Pollworker Training Sessions	31 Oct. 2nd Absentee Ballot Pre-Processing	4 Nov. Election Day
	28 Oct. First Absentee Ballot Pre-Processing Meeting	1 & 3 Nov. Staging & Loading Voting Equip.	5 Nov. Canvass of Election
		3 Nov. Afternoon, Load and Distribute Equip.	

Next Meeting: 9 Oct. 1:00 pm

On Motion,unanimously adopted, the meeting adjourned at: 3:47 pm