

**Harrisonburg City Electoral Board  
Minutes  
Monday – August 22, 2022  
9:00 a.m.  
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**Call to Order**

Meeting was called to order by Chair of Electoral Board, Wiens at 9:04 a.m.  
Meeting was held at City Hall in (011) basement meeting room.

**In Attendance**

**Electoral Board Members; Dave Wiens, Chair, Sandra Price-Stroble, V.Chair  
Jane Grant Burner, Secretary; Mark Finks, Director of Elections.  
Visitors: Pat Haden and Nataniel Adamson.**

**Price-Stroble made a motion to approve the agenda and all board members voted in favor of the agenda.**

**Motion was made by Price-Stroble to approve minutes from July meeting with spelling error changes and all board members voted in favor.**

**Director of Elections Report**

**Refer to Report Attached ...**

**New Business**

- **Question was presented for consideration as to Election Officers being scheduled for half days at the polls on Election Day. Approved only for assignments of SOR or same day registrations.**
- **Question was presented for consideration and approved to create an ‘Information Officer’ (a half day position) for the busiest part of the day at closing and/or to be assigned with specific duties. Also, expand (4) custodians to (6) custodians.**
- **Question concerning additional Poll Book Technicians/Custodians for busier times of the day and possibly all day for busier precincts (202,104,105).**
- **Questions concerning ‘Officers of Election’ also serving as ‘Observers’ for the Forty Five Day Early Voting. Duel rolls were denied by then board.**

**New Business**

**More ‘Republican Officers of Election’ are needed to work city precincts on November 8<sup>th</sup>.**

**Unfinished Business**

**None**

**Public Comment**

**None**

**..... (5) Minute Break at 10:35 a.m.**

**Closed Session**

**Price-Stroble made a motion that the Board enter into executive session at 10:40 a.m. and motion was seconded by Grant Burner and all members voted yes for the purpose of (i) reviewing and updating personnel as provided by Section 2.2-3711.**

**Return to Public Session at 10:55 a.m.**

**Certify Closed Session actions with Roll Call Vote:**

**Wiens made motion and all members voted yes; Wiens, Price-Stroble and Grant Burner.**

**RESOLVED, that to the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the executive session.—.**

**Final Business**

**- Next Business Meeting is scheduled for September 12<sup>th</sup> at 9:00 a.m. at City Hall.**

**Adjournment**

**The motion was made by Wiens to adjourn the Electoral Board meeting at 10:59 a.m. All voted in favor.**

**Respectively submitted,  
Jane Grant Burner, Secretary**



CITY OF HARRISONBURG  
**VOTER**  
**REGISTRAR**

HARRISONBURG CITY HALL  
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**Director of Elections Report: 8/22/22– Electoral Board**

**Special Elections**

The deadlines for Special Elections have passed and we will only be hosting a Special Election for City Council. One candidate submitted documents qualified to be on the ballot. So, Chris Jones will be running unopposed except for any potential write in campaign. The special election to replace Mr. Swayne on School Board will be held in 2023.

**Redistricting**

The state should be sending out new voter notices in the coming weeks.

**VRAV Annual Meeting**

Office staff attended the annual Voter Registrar Association of Virginia meeting in Roanoke Virginia on August 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup>. We were able to make connected with colleagues around the state, and the open-source format allowed us to cover many topics in a short period of time. We learned useful information on how other localities will be handling a variety of topics like Same Day Registration, officer retention, logistics of Registering College students, etc..

**Election Day logistics**

I'm currently working with PrintElect (our ballot printing vendor) to place our ballot order for the fall. We will be complying with the new state law that will require us to report by precinct for Early Voting, which can only be done by using precinct specific ballots. With this being a federal election year that means we will have 16 ballots styles (2 for each precinct). Once you go to precinct specific ballots you must use them for the entire election, so we will also have precinct specific ballots on Election Day. I plan to order at least 100% for all precincts except 105 JMU. For 105 JMU I plan to order 160% because the current registered voter count is 1,491, which is likely to grow before Election day once on campus registration efforts start.

Keep in mind that because we will have 16 ballots styles to test on the Absentee voting machine, the L&A will now take much longer to conduct. Hopefully the timeframe for the Election Day machine L&A won't be affected.

I will be sending out the Use of Facilities permits to the HCPS, Lucy Simms, and JMU this week. I will be requesting hours of use on November 7<sup>th</sup> from 2:00pm until 8:00pm.

**Early Voting**

I have ordered two receipt printers for our Demtech pollbooks. We will use these during early voting to print a receipt that will say which ballot style the voter should receive. The voter will then take that receipt to the ballot officer who will then issue the correct ballot. This will require us to have at least three officers of election each day of early voting.

**Office Assistant Position**

We are still in the process of filling this position. I hope to have someone onboarded by the second week of September.



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**Important Dates**

Friday September 23<sup>rd</sup> Start of Early Voting

Monday October 17<sup>th</sup> Close of books

Friday October 28<sup>th</sup> Last Day to Request Absentee ballot by mail

Saturday November 5<sup>th</sup> Last day of Early Voting

Tuesday November 8<sup>th</sup> ELECTION DAY

**Proposed Dates**

Monday September 12<sup>th</sup> Next EB meeting?

Friday September 16<sup>th</sup> L&A for Early Voting Machines

Monday September 19<sup>th</sup> Early Voting training