

**Harrisonburg City Electoral Board
Minutes
Tuesday – April 11, 2023
9:00 a.m.
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**Call to Order**

Meeting was called to order at 9:06 a.m.  
Meeting was held at City Hall in Council Chambers.

**In Attendance**

**Electoral Board Members; Dave Wiens, Bill Call and  
Jane Grant Burner.  
Mark Finks, Director of Elections.  
Visitors Present: Pat Haden, Chair of Republican City Committee**

- Agenda Approved by Board
  - Minutes Approved by Board and seconded by Wiens
- All voted in favor.

**Director of Elections Report**

Refer to (Director of Elections Report) Attached for specifics...

- Budget for Registrar's Office will be presented at City Council Meeting (4/11/23)
- Security Plans will be reviewed in closed session
- New E S & S Equipment will need to be checked by Electoral Board and Chief Equipment Officer
- Dem Tech Equipment - Update of VA Pollbook complete (Registrar Finks Serves on Committee)
- Staffing – Job opening for 'Office Assistant Position' in Registrar's Office
- Records Retention Report (refer to item 6 paragraph in Registrar's Report)  
Poll Books Tested Sunday before (Tuesday) Election Days
- Registrar's Office open till 7:00 pm on June 20<sup>th</sup> to receive potential Candidates
- Per Governor a new Registration Form may take affect by July 1<sup>st</sup> (With protected voter classification)
- Report of Annual (VEBA) Virginia Electoral Board Association training event (March 25-27<sup>th</sup>) took place at Hotel Roanoke (Board Members Call and Grant Burner Reporting)

**New Officers of Elections presented (Last four officers on presented list approved by all Electoral Board members).**

**Annual Harrisonburg/Rockingham Chamber of Commerce Membership was approved with motion made by Grant Burner and seconded by Call. All voted in favor.**

**Public Comment Period**

**Public Comment Period was opened at 9:55 a.m. (540-432-7707)  
No calls received**

**Closed Session**

**Motion was made by Call to go into closed session at 9:59 a.m.  
All voted in favor**

**Board went out of closed session at 10:54 a.m. and Electoral Board Meeting was then moved to Registrar's Office Area due to a state senator having a news conference outside of City Hall and Council Chambers were needed for use to accomodate the event.**

**Meeting reconvened at 11:04 a.m. in Registrar's Office  
Meeting went out of security session at 12:10 p.m. per Election Security practices pursuant to Section.24.2-410.2 of the Code of Virginia.**

**Final Business**

**Next scheduled meeting will be held on Monday - May 8th at 9:00 a.m. in City Hall Council Chambers.**

**Adjournment**

**Grant Burner made a motion to adjourn the meeting at 12:12 p.m.  
All voted in favor .**

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



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

HARRISONBURG CITY HALL  
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7707 • FAX (540) 432-7784

To: Electoral Board  
Re: General Registrar Report  
Date: 5/08/2023

1. Budget Update: The City Managers budget has been presented to City Council, our request for a fulltime Deputy was highlighted in the presentation. The request for increased funds to purchase laptops, and the ballot on demand system was also approved.
2. LESS and Security Plan Update: I met with the City Manger and IT Director on April 19<sup>th</sup> to discuss the Remediation Plan for the 2023 LESS. The signed acknowledgement has been sent in to ELECT and accepted. We are waiting to hear back from ELECT on when the Security Plan update is due.
3. Equipment – ES&S: Logic and Accuracy testing for the repaired machine will be at the end of June. I have sent off a Sales Order Agreement to purchase a ninth Expressvote as a backup. This purchase had been requested in the 2022 FYE budget and must be purchased before the end of the budget cycle in June.
4. Equipment – DemTech: The template work group continues to meet. I also attended a virtual pollbook training refresher course, and learned more details on how we would conduct a dual-party primary on our pollbook system if one should happen in 2024. I plan on placing an order for the DemTech ballot on demand system in June.
5. Staffing: I plan to conduct interviews for the office assistant position soon. I will also be in talks with Hburg HR on when we can start advertising for the Fulltime Deputy Registrar position.
6. Naturalization Ceremony: These will be starting back up again this week. The first one will be on Wednesday May 10<sup>th</sup> at 11am. I will be there to register new citizens to vote.
7. Elections Open House: We are working on putting together a public open house that will take place sometime in August or early September that will explain how Virginia elections are conducted in Harrisonburg and give our voters a chance to see the Ballot on Demand system. A lot of this will depend on when we receive the BoD system.
8. Records Retention: The Library of Virginia retention workgroup continues to meet. There have been many good suggestions on how to streamline to retention schedule, and things that need to be added to the list.
9. DMV portal: After two years of back and forth with VITA and DMV I have finally acquired access to the DMV lookup capability. This will allow us to do in house look ups rather than waiting on ELECT to do this for us.



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10. Office: We are currently working on a few long-term projects in the office.

We are reviewing permanent AB applications, for voters that did not return their ballot more than once we are sending them letters asking them if they desire to stay on the permanent list. The letter will include a form for them to cancel their permanent AB status.

We are also reviewing our inactive list, and we are doing an audit of registrations from 2020. Also, we will start getting forms and envelopes ready for the 2023 General Election and the 2024 Presidential Primary.

### **Important Dates**

6/20/23 – Deadline for Independent candidates to submit paperwork *Office Open until 7pm*

6/30/23 – Deadline to appoint General Registrar

7/12/23 – ELECT Legislative Update Webinar (at City Hall)

7/31 – 8/2/23 – VRAV annual meeting in Roanoke (Office Closed)

9/23/23 – Start of Early Voting for General Election.

10/27/23 – Deadline to request absentee ballot by mail for General Election

10/31/23 – Ballot preprocessing with CAP team

11/4/23 – Ballot preprocessing with CAP team

11/07/23 – **Election Day**

11/08/23 – Provisional Ballot Hearing / Start of Canvas

11/10/23 – City Offices Closed

11/13/23 (noon) – Deadline to receive mailed ballots (postmarked by election day) / Ballot preprocessing with CAP team.