

COUNTY OF HERNICO, VIRGINIA
ELECTORAL BOARD MEETING
December 7, 2022

The Henrico County Electoral Board convened a meeting on Wednesday, December 7, 2022, at 11:00 a.m. Those present at the meeting were:

PRESENT

Yvonne Smith, Chair, Electoral Board
Linwood Cobb, III, Vice-Chair, Electoral Board
Cathy Woodson, Secretary, Electoral Board
Mark Coakley, General Registrar, Voter Registration and Elections
Anne Marie Middlesworth, Deputy Registrar, Voter Registration and Elections
Leslie Funn, Administrative Assistant, Voter Registration and Elections
Jennifer Cobb, Public
Anne Hays, Member of Henrico County Democratic Party Committee
Tyler Links, Printelect

Call to Order

The meeting was called to order by the Chair, at 11:00 a.m.

Review of polling places

Highland Springs High School

Mr. Coakley made a request to the Electoral Board to return Henrico Voters back to the new Highland Spring High School. The former High School building is now the Oak Avenue Complex building.

On motion of Mr. Cobb and seconded by Mrs. Woodson and subject to the approval of the Henrico County Board of Supervisors to move:

- Highland Springs Precinct #509 to the new Highland Springs High School, 200 S. Airport Drive, Highland Springs, VA 23075 from the old Highland Springs School location at 15 S. Oak Avenue, Highland Springs, VA 23075, effective June 1, 2023.

The vote of the Board was as follows:

Aye
Smith
Cobb, III
Woodson

Nay

Third Church

Mr. Coakley received notification from the Third Church administration office, indicating the church will undergo major renovation beginning March 2023 thru 2024. Therefore, the General Registrar requests the Electoral Board to move this precinct, Rollingwood-414 from Third Church to Trinity United Methodist Church.

On motion of Mrs. Woodson and seconded by Mr. Cobb and subject to the approval of the Henrico County Board of Supervisors to move:

- Rollingwood Precinct #414 to Trinity United Methodist Church, 903 Forest Avenue, Henrico, VA 23229 from Third Church, 600 Forest Avenue, Henrico, VA 23229, effective June 1, 2023.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Virginia Randolph School

Mr. Coakley received notification that the Virginia Randolph School will undergo major renovation in January 2023. Therefore, the General Registrar requests the Electoral Board to move this precinct, Randolph-#222 from Virginia Randolph to Longdale Elementary School.

On motion of Mr. Cobb and seconded by Mrs. Woodson and subject to the approval of the Henrico County Board of Supervisors to move:

- Virginia Randolph Precinct #222, at 2206 Mountain Rd, Glen Allen, VA 23060, to Precinct# 216, Longdale at Longdale Elementary School, 9500 Norfolk Street, Glen Allen, VA 23060, effective June 1, 2023.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Essex Village

Mr. Coakley discussed with the Electoral Board to dissolve the Essex Village- Precinct# 208 into Highland Gardens- Precinct #212. The Essex Village precinct has issues regarding voting room location and renovations.

On motion of Mrs. Woodson and seconded by Mr. Cobb and subject to the approval of the Henrico County Board of Supervisors to dissolve:

- Essex Village Precinct #208 from St. Luke Apartments, 117 Engleside Dr., Henrico, VA 23222 dissolve into Highland Gardens Precinct #212 at Laburnum Elementary School, 500 Meriwether Avenue, Henrico, VA 23222, effective June 1, 2023.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Hollybrook

Mr. Coakley received written notification from Election workers at Hollybrook Precinct #213 regarding the conditions at this precinct. The voting space is too small to accommodate the voters with disabilities. There's limited room for the wheelchair accessibility and parking area is too small. The General Registrar asks to dissolve the Hollybrook Precinct # 213 and move to Brookland Precinct # 203.

On motion of Mr. Cobb and seconded by Mrs. Woodson and subject to the approval of the Henrico County Board of Supervisors to dissolve:

- Hollybrook Precinct #213 at Hollybrook Apartments, 7700 Brook Road, Henrico, VA 23227 dissolve into Brookland Precinct #203 at Brookland Middle School, 9200 Lydell Drive, Henrico, VA 23228, effective June 1, 2023.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Discussion of FY23 budget

Mr. Coakley distributed the budget documents to the Electoral Board for reviewing the Operating Line-Item Budget report. A budget meeting is scheduled with the County Manager on Friday, January 27, 2023, at 10:00 a.m.

On Monday, March 21, 2023, at 1:00 p.m. the County Manager will present the department's budget at the Board of Supervisors meeting.

On motion of Mr. Cobb and seconded by Mrs. Woodson and unanimous vote the Electoral Board approved to budget for presenting to the County Manager.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

On motion of Mr. Cobb and seconded by Mrs. Woodson and unanimous vote the Electoral Board approved the Election Official \$20.00 pay increase listed in the budget report, for each Election Official job position.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Other business

Mr. Coakley discussed with the Electoral Board the possibility of a Special Election for the 4th Congressional District. If the election is called, there are 109,000 active voters in this district. Also, there are 6,000 permanent Absentee ballot applications on file that means 6,000 Absentee ballots will go out in the first mailing. There are 46 Henrico County precincts in the 4th district.

Public Comment

Tyler Links is a registered voter in the Three Chopt District and the Project Manager at Printelect. Printelect provides the voting equipment and printing of the ballots for Henrico County. He distributed business cards/contact information to the Electoral Board, for any questions concerning the election equipment.

Mr. Links asked Mr. Coakley about the figures of the absentee by mail first mailing if a Special Election is called for the 4th Congressional District and the length of early voting. Mr. Coakley stated the first mailing will be 6,000 permanent absentee voter ballots and early voting would be 45 days if the Special Election is called. Mr. Links stated the early voting days in Virginia is the longest in the country.

Anne Hayes commended the Electoral Board and the Registrar's office on a conducting a smooth election. She received a comment from an inactive Henrico voter, who came into the Registrar's office for voting status questions, and they had received excellent service. However, there was one hiccup regarding the voting precinct location of the old Highland Springs High School building. The street location is very confusing. This area requires more signage when voting at 15 S. Oak Avenue. After hearing the upcoming change to the new Highland Springs High School, please send out notices to the voters of the change of location. Mr. Cobb suggested passing out flyers during the special election if called. Mr. Coakley stated when there are changes in a voting precinct, two notices are sent to voters in June and August of the election calendar year. Mrs. Woodson suggested Public Service Announcements as well to the voters. Mr. Coakley has contacted the Public Relations office to provide voting news/updates on all social media platforms for Henrico County.

Good of the order-

None

Closed Session

On motion of Mrs. Woodson and seconded by Mr. Cobb and by unanimous vote the Electoral Board moved into closed session at 11:40 a.m. to discuss a personnel matter.

The vote of the Board was as follows:

Aye
Smith
Cobb, III
Woodson

Nay

On motion of Mrs. Woodson and seconded by Mr. Cobb and by unanimous vote the Electoral Board moved into open session at 12:30 p.m.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Adjournment

There being no further business, on motion of Mrs. Woodson, seconded by Mrs. Creighton, and by unanimous vote, the Board voted to adjourn the meeting at 1:45 p.m.

The vote of the Board was as follows:

<u>Aye</u>	<u>Nay</u>
Smith	
Cobb, III	
Woodson	

Yvonne Smith, Chair

Linwood Cobb, III, Vice-Chair

Cathy Woodson, Secretary