

COUNTY OF HERNICO, VIRGINIA  
**ELECTORAL BOARD MEETING**  
January 10, 2023

The Henrico County Electoral Board convened a meeting on Tuesday, January 10, 2023, at 10:00 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  
Anne Hayes, Member of Henrico County Democratic Party Committee

**Call to Order**

The meeting was called to order by the Chair, at 10:00 a.m.

**Hollybrook precinct merge change from Brookland Middle School to Belmont Recreation Center- Mr. Coakley**

At the last Electoral Board meeting, it was discussed to move the Hollybrook precinct at 7700 Brook Rd., Henrico, VA, 23227 because of the spacing issues to Brookland Middle School precinct at 9200 Lydell Dr., Henrico, VA, 23228.

However, Brookland Middle School and Hollybrook are in different Senate Districts. This would create a split voting precinct:

- Brookland Middle School Precinct - Senate District 16
- Hollybrook Precinct - Senate District 14

Therefore, after researching the precinct boundaries, the Registrar's office has located the Belmont Recreation Center Precinct, that is in the same Senate District and is also closer to the Hollybrook precinct. The Electoral Board members reviewed the information on the printed Google Maps, provided by Mr. Coakley. Hollybrook has 1,059 voters and Belmont has 3,042 voters. This will increase the Belmont Recreation Center precinct to 4,000 voters. The Recreation Center will shut down all activities at the center, to accommodate the voters on Election Day. Also, there should be no golf activities on Election Day, as per Mrs. Woodson. Mr. Coakley will discuss the Election Day requirements with the management of the facility.

On motion of Mr. Cobb III and seconded by Mrs. Woodson to move Hollybrook Precinct #213, 7700 Brook Road, Henrico, VA 23227 into Belmont Recreation Center Precinct #202 at 1600 Hilliard Road, Henrico, VA 23228, effective June 1, 2023.

The vote of the Board was as follows:

Aye  
Smith  
Cobb, III  
Woodson

Nay

### **Stratford Hall precinct merge with Moody Middle School**

Mr. Coakley made a request to the Electoral Board to merge the Stratford Hall Precinct of 473 voters, who already vote at Moody Middle School, into Moody Middle School Precinct of 548 voters. This precinct will have a total of 1,100 voters at this location.

On motion of Mr. Cobb, III and seconded by Mrs. Woodson to merge Stratford Hall Precinct # 224 into the Moody Middle School, Precinct #218, 7800 Woodman Road, 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	

### **Other business**

There are two Board of Supervisors meetings to change the ordinance:

- Introduction of Ordinance- Tuesday, January 24, 2023
- Public Hearing of Ordinance- Tuesday, February 21, 2023 (Special Election Day)

Cathy Woodson asked if the Board of Supervisors had any questions. Mr. Coakley received a phone call from Mr. Thornton's office, Supervisor of Fairfield District. He will meet with Mr. Coakley today at 11:30 a.m. Most of the changes will affect his Fairfield District. Mr. Coakley will review the map of the Fairfield District changes with Mr. Thornton. Mrs. Woodson ask Mr. Coakley to also discuss with Mr. Thornton, about the spacing at Hollybrook and Essex Village precincts with Mr. Thornton.

Next Tuesday, is the pre-board meeting of Department Heads with the County Manager. He will ask for a letter from the General Registrar regarding the precinct changes below:

- Three Chopt District's precinct change: moving from Gayton Baptist Church, 13501 N. Gayton Rd., Henrico, VA 23233 to Nuckols Farm Elementary, 12351 Graham Meadows Drive, Henrico, VA 23233- for the June 1, 2023-Primary Election only
- Tuckahoe District's precinct change: moving from Third Church, 600 Forest Avenue, Henrico, VA 23229 to Trinity United Church, 903 Forest Avenue, Henrico, VA 23229 effective June 1, 2023
- Varina District's precinct change: Old Highland Springs High School, 15 S. Oak Avenue, moving to the new Highland Spring, 200 S Airport Dr., Highland Springs VA 23075 –effective June 1, 2023

Mr. Cobb III asked about the dates for the upcoming budget meetings. Mr. Coakley provided the dates below:

- Executive Budget meeting with the County Manager- January 27, 2023
- Executive budget meeting with the Board of Supervisors -March 21, 2023

Discussion of the upcoming VEBA 2023 Annual Meeting, March 25-27, 2023, for the Electoral Board members.

Mrs. Woodson asked if the Registrar's office has staffed the Central Absentee Precinct and are we using the same number of teams. Mrs. Middlesworth, we won't need to use that many for the Special Election. There will be two teams with 12 workers instead of 20. Mrs. Woodson asked when will pre-processing begin for Absentee. Mrs. Middlesworth said they will begin February 10<sup>th</sup>, which is a Friday and Saturday, February 11 which is the first Saturday of Absentee voting. By VA Code the office must preprocess on February 14<sup>th</sup> and the 17<sup>th</sup> of February & 18<sup>th</sup>. The office sent out 5,968 Absentees by Mail ballots in the first mailing and is receiving 5-10 ballots from voters a day.

Mr. Cobb III asked about the training dates for the Chief and Assistant Chiefs. Mr. Coakley provided the election training dates.

### **Public Comment**

Anne Hayes- the Oak Avenue Complex is having a Ribbon Cutting ceremony on Tuesday, January 17, 2023, at the old Highland Springs High School. Please make sure that this doesn't impact the voting room area. Mr. Coakley stated we will contact the facility. Thanks for addressing the candidate signs issue at the Western Government Center. She thinks there is some confusion about the policy of placing the candidate signs. Mr. Coakley informed the Electoral Board about the 14- Benjamin candidate signs posted within the public area during early voting. Mr. Coakley said the Security Officer contacted the County Attorney's office regarding the policy of campaign signage in front of the building. The signs were quickly removed the next morning. Ms. Hayes asked the Registrar's office to verify with the Eastern Government as well as for any campaign signs placed in the public area.

Ms. Hayes and her team had lessons learned during the 4<sup>th</sup> Congressional District nominating, the Firehouse Primary (IBW) on December 20<sup>th</sup>, had a huge turnout. We all parked in front of the building but quickly learned it's best to park away from the voting areas. If you are going to be parked all day, it's best to park away from the building. Leave as many open parking spaces as possible for the voters. This was an issue during the Saturdays of Early Voting. We had to place voting signs at the regular precincts near the voting areas to make sure the voters didn't go their normal polling location. We will probably place signs to remind them on February 21, to voter at their regular polling place of the 4<sup>th</sup> Congressional District. Ms. Hayes asked the Registrar's office to post a sign at the Eastern Government offices regarding no voting here on the Monday before Election Day and list a phone number for any voting questions. Mrs. Woodson stated there will also have signage at the new Highland Springs High School for February Special Election to direct voters to the Oak Avenue Hall Complex to cast their vote.

**Good of the order-**

Mr. Coakley stated the next upcoming Board meetings are:

- Glen Allen Library-10501 Staples Mill Rd., Glen Allen, VA 23060  
February 6, 2023, and March 6, 2023, at 11:00 a.m.

**Adjournment**

There being no further business, on motion of Mrs. Woodson, seconded by Mr. Cobb, III, and by unanimous vote, the Board voted to adjourn the meeting at 10:29 a.m.

The vote of the Board was as follows:

Aye

Smith  
Cobb, III  
Woodson

Nay

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Yvonne Smith, Chair

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Linwood Cobb, III, Vice-Chair

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Cathy Woodson, Secretary