

**COUNTY OF HENRICO, VIRGINIA
ELECTORAL BOARD MEETING**

January 8, 2021

The Henrico County Electoral Board convened a meeting on Friday, January 8, 2021 at 1:00 p.m. in the Conference Room at the Administration Annex Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Those present at the meeting were:

PRESENT

Yvonne Smith, Chair, Electoral Board

Robert Shippee, 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

CALL TO ORDER

The meeting was called to order by the Chair at 1:00 p.m.

2021 CALENDAR

Mark Coakley distributed and reviewed the 2021 Board Calendar.

VEBA-LEGISLATIVE UPDATES

Robert Shippee, Vice-Chair, is serving on the VEBA legislative committee and will provide updates during the 2021 General Assembly session. Board members are willing to assist as needed.

BUDGET UPDATES AND UPDATES ON GRANTS

Mark Coakley distributed and reviewed the FY20/21 Budget expenses, the FY2021/22 Operating Budget and the 2020 Grant funding request and expenses.

The Executive budget hearing will be held January 29, 2021 at 1:30 p.m.

The Legislative budget hearing will be held March 16, 2021 at 1:00 p.m.

DIVISION OF STAFF DUTIES – ELECTION CYCLE

Considering the expanded voting and election season, the duties of staff were reviewed, including the supervisory status for processing ballot requests and pre-processing ballots.

The Yvonne Smith gave an update on the conversation with the County Manager regarding the need to have a centralized location for the voting process. This would include the processing ballot requests, in-person voting, pre-processing ballots and the Centralized Absentee Program

(CAP). Maintaining the integrity of the voting process continues to be priority for the Registrar's office and the Electoral Board.

The County Manager is reviewing the need for a centralized space for the Elections Office. The warehouse space was discussed, and it was agreed that the full warehouse space is needed to secure all Elections equipment and items in storage space.

PUBLIC COMMENTS

None

ELECTORAL BOARD REORGANIZATION

On a motion from Mr. Shippee and seconded by Mrs. Smith, and by unanimous vote, the Henrico Electoral Board members will serve in the following capacity:

Chair – Yvonne Smith
Vice Chair – Robert Shippee
Secretary – Cathy Woodson

The vote of the Board was:

Aye

Yvonne Smith
Robert Shippee
Cathy Woodson

Nay

ADJOURNMENT

There being no further business, on a motion by Mr. Shippee, seconded by Mrs. Woodson, and by unanimous vote, the Board voted to adjourn the meeting at 2:09 p.m.

The vote of the Board was:

Aye

Yvonne Smith
Robert Shippee
Cathy Woodson

Nay

Yvonne Smith, Chair

Robert Shippee, Vice-Chair

Cathy Woodson, Secretary