

**MATHEWS COUNTY ELECTORAL MEETING MINUTES**  
**JUNE 4, 2024**  
**MATHEWS COUNTY CIRCUIT COURT JURY ROOM**

Meeting was called to order by Thorpe at 10:06. Present were all members and GR Faulkner.

**NEW ELECTION OFFICER APPROVAL:**

Zych motioned, Bohn seconded and Board voted 3-0 to approve C.A. Howard as an election officer. He will be invited to the June Primary training.

**SECURITY PLAN UPDATE:**

Cameras have been installed in the GR's office. This has been added to the 2024 plan. Thorpe motioned, Zych seconded, and motion the accept the revised plan passed 3-0.

**SIGNATURE STAMPS:**

Board members provided signatures to allow GR Faulkner to process individual signature stamps to be used in instances where individual Board members are unable to physically sign official documents. Individual Board members must authorize Faylkner via e-mail any/every time the stamp will be used.

**GENERAL REGISTRAR'S ANNUAL PERFORMANCE REVIEW:**

The annual performance review was scheduled for August 6. That meeting has been changed to August 13 @ 10:00.

**DEM TECH CONTRACT:**

Dem Tech currently supplies the technical support for the electronic poll books. Mike Brown has left the company and will offer the same service via a new company (Calvacare) beginning 12/1/2024. We are currently out-of-contract, but are working with Ricky Keech, who is heading up an in-house support group of other former Dem Tech customers. The proposed annual support contract will be \$1,400--comparable to the current Dem Tech cost. No action can be taken until Dec. 1. In the interim, Faulkner will learn more about the Data Merlin Deployment support services to be offered by Calvacare.

## GENERAL REGISTRAR AND ELECTORAL BOARD 2024-2025 BUDGET REQUEST REDUCTION:

The Mathews County Board of Supervisors has asked for departments to voluntarily reduce 2024-2025 budget requests. Faulkner has reduced the GR's budget request by approximately \$14,000---primarily representing savings for part-time office work reflecting the inclusion (in same proposed budget) and hiring of a full-time Deputy GR. The Electoral Board discussed also removing approximately \$14,000 from their proposed budget request (\$9,000 from contractual services and \$5,000 in miscellaneous spending. Zych motioned, Bohn seconded, and the proposal to reduce the proposed EB budget passed 3-0.

## MARCH PRIMARY WORK DATES:

The Electoral Board will meet tentatively oat noon on June, 21 to review Same Day Registrations and final mail-in ballots. If no SDRs are received, it may be possible to conduct the final canvass and certify the election at this time. If there are SDRs, the Board will meet at 10:00 am on June 24 to certify the election.

## CLOSED SESSION

AT 10:45, Thorpe motioned, Zych seconded, and motion passed to enter into a closed session to discuss personnel.

The Electoral Board of Mathews County convenes in closed session pursuant to Section 2.2-3711 A)(1) of the Code of Virginia for the "Discussion of performance of appointee of the Mathews County Director of Elections and General Registrar and Election official(s). The protection of the privacy of individuals in personnel matters not related to public business.

The closed session ended at 11:11, and the Board re-opened its regular meeting.

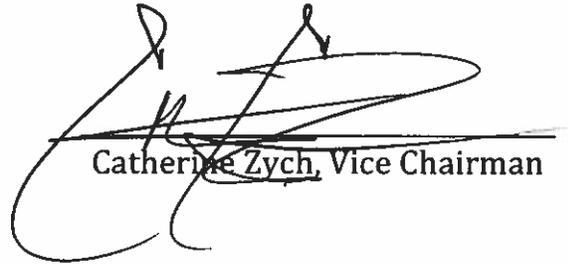
The Mathews County Electoral Board certify that in the closed session just concluded, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the board in the closed meeting.

No action was taken on closed session business.

After discussing plans for the June Primary training sessions, Bohn motioned, Thorpe seconded, and the motion to adjourn the meeting passed 3-0 at 11:22.

Minutes submitted by Jeff Bohn, secretary.

  
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Jeff Bohn, Secretary

  
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Catherine Zych, Vice Chairman

  
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Josephine Thorpe, Chairman