

Mathews County Electoral Board Meeting - MINUTES

Tuesday, May 13, 2025, 10am – Jury Room

1. **Call to order** By: CZych Time: 10am
2. **Pledge to Flag**
3. **April Meeting Minutes:** RCasciello to revise, then CFaulkner to send out for eSignature approval.
4. **February Meeting Minutes:** CZych to email for approval, then CFaulkner to send out for eSignature approval.
5. **March Meeting Minutes:**
(Hint: Catherine Remote & Re-Organization)
JBohn to find, it must be mislabeled, email for approval, then CFaulkner to send out for eSignature.
6. **November 2024 Minutes** – All Signatures obtained and posted.
7. **Closed Session motioned by:** JBohn 2nd: CZych. **Vote:** 3-0 **Time:** 10:10 am

The Electoral Board of Mathews County convenes in closed session pursuant to Section 2.2-3711 A) (1) of the Code of Virginia to review EO assignments for Primary Election.

Motion to end Closed session and re-convene Open session:

By: JBohn 2nd: CZych **Vote:** 3-0 **Time:** 10:35am

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.

JBohn motioned **EO assignments be approved as amended** 2nd RCasciello **Vote:** 3-0

8. **Discuss EO, Chief & Asst. Chief Training for Primary, in-person vs. online.**

Considering the anticipated turnout for this Primary Election, we will conduct in-person training and not burden EO's with online training. Carla/We will conduct Chief and Asst. Chief training at the election office at 4:15, and EO training at the Historic Courthouse at 5:30, both on June 11th, Carla to check Courthouse Schedule.

Important Dates:

- 6/10 – 10am: EB Meeting, Jury Room
- 6/10 – 1pm: Election Pre-Process
- 6/11 – 4:15pm: Chief & Asst. Chief Training, GR Office
- 6/11 – 5:30pm: Election Officer Training, Historic Courthouse
- 6/16 – 10:30am: Precinct Setup, start at Chesapeake, then Westville and finish at Piankatank
- 6/17 – 5am: Election Day
- 6/18 – 10am: Election Canvass

EO Training Date: 6/11/2025, Time 5:30pm

Chief & Asst. Chief Training Date: 6/11/2025, Time: 4:15pm

9. Review ADA compliance (ELECT Advisory April 23, 2025) – Schedule Site Visits

We will use the June Primary for Electoral Board members to Review the annual ADA evaluation of voting locations and facilities.

CZych motioned to perform ADA Site Visits on Date: 6/17/25

2nd JBohn Vote 3-0

10. March 23-25, 2025, VEBA & ELECT Annual Conference & Bootcamp Training Discussion

Randall: Takeaway was the structured rolls and responsibilities of GRs vs EB Members

Jeff: Noted case of Mail-in Ballot surrender when ballot is mangled – issue new ballot

11. Plaque for Josie: We discussed getting a plaque for Josie to present to her at the next BOS meeting.

Carla – has link to order from Amazon.

Randall - will contact Board to confirm next meeting date and contact Josie concerning her availability.

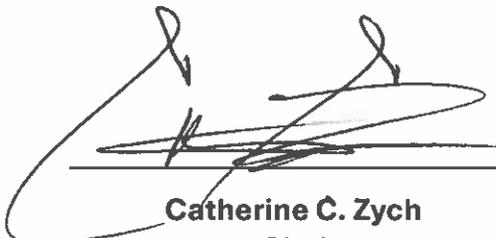
12. Topics for next meeting:

Jeff - Will bring sample EO performance evaluation form for Chiefs, Asst. Chiefs, GR, and EB Members to use

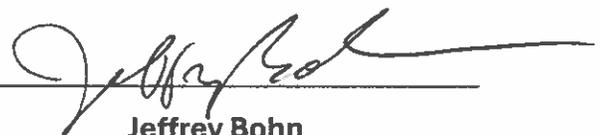
Carla - will email a version she has.

13. Next meeting, Tuesday June 10, 2025, 10:00 am in the Jury Room.

CZych Motioned to adjourn, 2nd JBohn Vote: 3-0 Adjourned: 11:55am



Catherine C. Zych
Chair



Jeffrey Bohn
Vice Chair



Randall Casiello
Secretary