

**Mathews County Electoral Board Meeting
Tuesday, October 14, 2025 - 10 am, Jury Room**

MINUTES

1. Call to order By: CZych Time: 10:00am Present: Czych, JBohn, RCasciello

2. Pledge to Flag

3. Sign March, April, May, June (2) Meeting Minutes

CZych made motion at 10:15am to approve and sign the revised four months of minutes. Motion passed 2-0, JBohn abstained.

4. Approve, have Carla print and Sign August and September Meeting Minutes

Randall approved via email. Any changes Jeff?

JBohn made motion at 10:23am to approve and sign, RCasciello seconded, motion passed 3-0.

5. Closed Session motioned by: CZych 2nd: RCasciello Vote: 3-0 Time: 10:23am

Closed session opened.

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, Chief and Asst. Chief assignments for November Election.

10:37am : CZych motioned to end Closed Session & Re-convene Open Session

2nd: JBohn Vote: 3-0

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.

10:37am : JBohn motioned to approve Assignments as amended 2nd: RCasciello

Vote: 3-0

6. Agenda Items requested by GR –

- Accepted versions of Write In Candidates

Name: William Parke Shelton

Name: Parke Shelton

Name: William Shelton

Name: Bill Shelton

Name: Will Shelton

Name: P. Shelton

Name: Shelton

Name: W. Shelton

Name: W.P. Shelton

Spelling errors and variations will be accepted.

7. Election Officer Training –

EO - Scheduled for October 22, 2025, 5pm, Historic Courthouse

- **Set up Time:** 1:00pm
- **Is there a newer slide Presentation?**

No. We should, however, each send Catherine any changes or additions we may recommend to the training deck so she can make the changes to the slides before training.

- **Who is doing what parts of the training?**

We'll sort that out the day of as we are setting up.

- **please print training folders for attendees and email to them as well.**
- **please set up multiple faux voting scenarios for training**
- **please set up EO Evaluation forms for each precinct and add to their binder.**

8. Chief & Asst. Chief Election Officer Training – (recommend separate date than EOs so all Electoral Board Members can attend)

- **Date, time, where:** October 22nd, 3pm, General Registrar's office

Discussion:

- **make 3 copies of the Chiefs 3 Ring Binders for each EB member to study, bring with them Election Day and return election night.**
- **set up Chief & Asst. Chief Evaluation forms for each precinct and have for each EB member. CZych=Piankatank, Jbohn=Chesapeake, and RCasciello=Westville**

9. Plaque Presentation at BOS Mtg, Oct. 16, 6pm, Historic Courthouse.

- Jeff, are we confirmed with our recipient?

Recipient of award has declined recognition.

10. Review/Update Important Dates for remainder of 2025

BOS Mtg – Make Presentation, Time: 6 pm **Jeff to confirm w/recipient

Pre-processing (CAP): 10/28/25, Time 10:30am (changed from 10am)

Saturday (Office Open) Early Voting: 10/25/25, Time: 8am – 4pm

Pre-processing (CAP): 10/31/25, Time 10:30am (changed from 10am)

Saturday (Office Open) Early Voting: 11/1/25, Time 9am – 5 pm *Final Day of Early Voting

Early Setup: 11/3/25, Time: Schools Closed, Time: 3:00pm

Order: Chesapeake, Westville, Piankatank

Election: 11/4/25, Time: 5 am – 7 pm Voting

Canvass: 11/5/25, Time: 10:00am in Courtroom

Final SDR: 11/10/25 (11/11/25 is a holiday)

Final Canvass: 11/13/25, Time: 10:00am

11. Additional Discussion:

We may need to asked to participate in a RLA this year, we will meet Nov 17th to get our records prepared for a potential selection in the audit. On Nov 18th, localities (GR office) gains access to the RLA software to upload records, we may need to meet on Nov 20th if selected for the audit.

Nov 30th – Dec 15th: JBohn on vacation

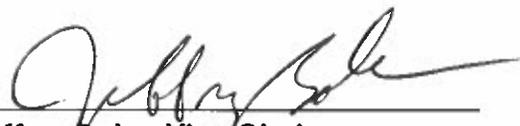
12. Topics for Next Meeting:

13. Next meeting: Monday, November 13, 2025 – GR Office

CZych Motioned to Adjourn, 2nd: RCasciello Vote: 3-0

11:26am Adjourned

Catherine Zych, Chair



Jeffery Bohn, Vice Chair



Randall Casciello, Secretary

