

STAUNTON ELECTORAL BOARD
P.O. Box 58
Staunton, Virginia 24402
(540) 332-3840

BOARD MEMBERS

Shannon Grogg, Chairman
John Hartless, V. Chairman
Anne T. Fitzgerald, Secretary

December 6, 2023

Members Present:

Shannon Grogg, Chair
John Hartless, Vice Chair
Anne Fitzgerald, Secretary

Guests Present:

Christi Linhoss, Registrar
Randolph Burton

Meeting was called to order at 12:05PM.

Shannon Grogg led the Pledge of Allegiance.

The minutes from the November Canvass were reviewed with a few minor grammatical corrections. John Hartless made a motion to accept. Mrs. Grogg seconded. Motion carried.

New Business

The Board reviewed the proposed FY25 budget. Mrs. Linhoss will be meeting with Jessie Moyers on December 14th at 2pm.

Prospective Officer of Election update.

- A letter will be sent to current officers with an update explaining party affiliation.
- Ms. Fitzgerald made a motion to approve Officer of Election terms March 1, 2024 through February 28, 2026. Mr. Hartless seconded. Motion carried.

Certification of Write-in winner of the Soil and Water Conservation District:

- Winner will have to file a campaign finance report—Mrs. Linhoss will provide Department of Elections contact information to the winning candidate.
- If the winner refuses it will be up to the Virginia Department of Conservation and Recreation to proceed with filling the seat.
- According to the hand count on election day, with a verification by the registrar, Jimmy Kilbourne was declared the winner with 10 votes. Mrs. Linhoss will reach out to Mr. Kilbourne to notify him of his election.

2023 November election Postmortem:

Officer of election training will be updated to include:

- Use VA Department of Elections online training as our base training.
- Run through election day scenarios including voter assistance, absentee ballots, curbside
- Utilize computers, explain absentee ballot bags, outdoor bells/curbside voting, assistive devices both on the machines and in the election bags.
- Explain SDRs, absentee ballot process, and look at paperwork
- Spoiled ballots
- Explain paperwork
- Update blue binder and review at training

Chief Training will be updated to include:

- SDR vs provisional ballots
- Review paperwork
- Setting up an election
- Task delegation, schedules, and emergency plans
- Set aside time in training for Chiefs and Assistants to election day plan

Officer Feedback

- Username and Password
- Get new pens
- Add 2nd printer receipt for each precinct (should have an extra in reserve)
 - Evaluate in-person voting at each precinct and order based on wards
- Get better pens
- Update curbside doorbells
- Maps of wards

Electoral Board will restructure or address the following:

- Organize election day materials ahead of pickup day
- Ballot transfer & paperwork
- Delivery of machine heads to the precinct
- Put water in the base of curbside doorbells
- Election day machine delivery (chiefs riding with EB morning of)

Upcoming Elections

Presidential primary—March 5

- Early voting starts January 19
- Training, February 26th

June Primary—June 18

- Training June 10th

November Election—November 5

- Training October 28th

The next meeting will be held on January 17th at 3pm.

Meeting adjourned at 2:36 pm.

Respectfully Submitted,

Anne Fitzgerald
Secretary, City of Staunton Electoral Board