

1 HANOVER COUNTY ELECTORAL BOARD

2 MINUTES

3 October 9, 2023

4
5 The Hanover County Electoral Board met at 4:00 P.M. on Monday, October 9, 2023, in the
6 Wickham building – room 150 across from the early voting center at the Hanover County
7 Government Center.

8 Mr. Carter called the meeting to order, then all stood and repeated the Pledge of Allegiance. Mr.
9 Carter welcomed guests. Mr. Carter used an agenda prepared by Ms. Smithson for this meeting.

10 Present were:

11 Michael C. Carter, Chairman

12 Debra J. Agliano, Vice Chairperson

13 Robert N. Barnette Jr., Secretary

14 Teresa Smithson, Director of Elections/General Registrar

15 Chantelle Schaeffer, General Registrar Business Operations Manager

16 Ms. Agliano made a motion to approve the minutes of August 22nd No second needed. Motion
17 passed.

18 Next was the General Registrar’s report. Ms. Smithson reported voter registration statistics from
19 August 22, 2023, through October 9, 2023. Absentee totals included 3,289 ballots issued and
20 2,052 were on the machine. The General Registrar provided these Registration Statistics and
21 they’re included as an attachment to these minutes. (See Registrant count by Locality dated 9
22 October 2023, NVRA Statistics Report dated 9 October 2023,)

23 document provided by the GR for Voter

24 Next on the agenda was List Maintenance. Ms. Smithson explained that the use of jury surveys
25 was not mentioned in the code at this time and that using it was not allowed.

26 Next Ms. Smithson presented the ADA site survey for the secretary’s signature. It was signed for
27 the record.

28 Next Ms. Smithson explained the new tabletop training program starting October 21, 2023, from
29 9:00 A.M. until 5:00 P.M. at the Wickham Building room 150 across from the early voting
30 center. The tabletop training program is designed for Officers of Election.

31 Next on the agenda was the delegation of duties to the General Registrar. Ms. Smithson
32 recommended that the electoral board delegate the attached General Registrar and Electoral
33 Board duties.

34 Ms. Agliano made a motion to approve the general registrar and electoral board duties as
35 recommended to be reviewed annually. No second needed. Motion passed.

36 Next on the agenda under New Business was the approval of new Officers of Election.
37 Ms. Agliano made a motion to approve the recommended new Officers of Election as presented.
38 No second needed. Motion passed.

39 Next on the agenda was a discussion regarding the potential changes regarding how we conduct
40 the upcoming Canvass.

41 Ms. Smithson presented voter notification cards indicating the incorrect polling location. Ms.
42 Smithson contacted Commissioner Beals concerning this matter. The reason the change cannot be
43 made is because VERIS is going away in 2025. This will be a non-issue going forward. As long as
44 we inform the voters that they will vote for town council at the fire station, it will be acceptable.
45 Staff will begin sending postcards with the correct information immediately.

46 Next, Ms. Smithson provided the following handouts;

- 47 • Polling Precincts for election day site visits.
- 48 • Canvass checklist for election day precincts
- 49 • General and Special Elections tally sheets
- 50 • Chief Officer of Election Performance Evaluation
- 51 • Election Calendar that covers the upcoming elections

52 Next on the agenda for new business was to sign the contracts for the new polling locations. Mr.
53 Carter signed as required and they will be forwarded to the County attorney.

54 Next on the agenda was public comment.

55 There being no further business, at 5:40 PM Ms. Agliano made a motion to adjourn, no second
56 needed. Motion passed

57

58 Submitted Respectfully,

59 _____

60 Michael Carter, Chairman

61

62 _____

63 Debra J. Agliano, Vice Chairman

64

65 _____

66 Robert N. Barnette Jr, Secretary,

67

68 Attachments

Party	First Name	Last Name	Role	Precinct
D	David	Howell	ASST CHIEF	101 - 101 ASHLAND
D	Maureen	Wright	CHIEF	
D	Nancy	Mandas	OFFICER	
N	Ajena	Rogers	OFFICER	
N	Janet	Straus-Jones	OFFICER	
D	Mark	Schaefermeyer	ASST CHIEF	104 - 104 SLIDING HILL
R	Lowell	Brummett	CHIEF	
R	Judith	Brummett	OFFICER	
N	Juanita	Cash	OFFICER	
D	Karen	Slater	OFFICER	
D	Quentina	Kinney	ASST CHIEF	105 - 105 BERKLEY
D	Njeri	Kershaw	CHIEF	
N	Marie Suzanne	Allen	OFFICER	
D	Ronnie	Simons	OFFICER	
D	Joyce	Smith	OFFICER	
N	David	Witt	ASST CHIEF	106 - 106 KERSEY CREEK
R	Michael	Brown	CHIEF	
R	Tamera	Billups	OFFICER	
N	Rose	Brown	OFFICER	
R	Sylvia	Hutt	OFFICER	
D	April	Marchetti	ASST CHIEF	108 - 108 HONEY MEADOW
D	Doris	Willing	CHIEF	
D	Yvette	Johnson-Kelly	OFFICER	
R	Jamie	Serrecchia	OFFICER	
R	David	Spangler	OFFICER	
D	Frank	Willing	OFFICER	201 - 201 BEAVERDAM
R	Samuel	Hodnett	ASST CHIEF	
R	Edward	Gooding	CHIEF	
R	Beverly	Geiger	OFFICER	
D	Kathy	Henderson	OFFICER	
D	Edmonia (Emily)	Iverson	OFFICER	

N	Shannon	McFearin	OFFICER	202 - 202 BLUNTS
R	Richard	Vaden	OFFICER	
R	Christine	Whitaker	ASST CHIEF	
D	Abigail	Johnson	CHIEF	
N	William	Kitchens	OFFICER	
D	Nancy	Kitchens	OFFICER	
R	Dawn	Stockbridge	OFFICER	
D	Linda	Johnson	ASST CHIEF	203 - 203 WILMINGTON PARRISH
R	Paul	Cheesman	CHIEF	
N	Gene	Gravatt	OFFICER	
N	Cheryl	Kasch	OFFICER	
N	Miles	McCrimmon	OFFICER	
N	Melvin	Satchell	OFFICER	
R	Penny	Cosby	ASST CHIEF	206 - 206 COURTHOUSE
D	Reta	Heins	CHIEF	
R	Ian	Jaffe	OFFICER	
D	MICHELLE	PROCTOR	OFFICER	
R	Clyde	Reece	OFFICER	
D	Martha	Freeland	ASST CHIEF	208 - 208 OAK KNOLL
N	Wanda	Hall	CHIEF	
D	Stuart	Baughan	OFFICER	
R	Gregory	Curti	OFFICER	
D	Dina	Smith	OFFICER	
D	Catherine	Brewington	ASST CHIEF	210 - 210 OAK HILL
R	Michael	Byorick	CHIEF	
D	Annette	Beadle	OFFICER	
R	Charles	Hogue	OFFICER	
N	Amanda	Simpson	ASST CHIEF	301 - 301 CLAY
D	Terra	King	CHIEF	
R	Christine	Currie	OFFICER	
N	Pamela	Franklin	OFFICER	
N	Heidi	Lacy	OFFICER	

N	Mary	Pennell	OFFICER	303 - 303 SHADY GROVE
D	Carolyn	Campbell	ASST CHIEF	
R	Thomas	Brignac	CHIEF	
N	Mildred	Caswell	OFFICER	
D	Susan	Dorsey	OFFICER	
R	Gerald	Huskey	OFFICER	
D	Marilyn	Malone	OFFICER	
N	Christian	Reed	ASST CHIEF	304 - 304 ATLEE
R	Edward	Fleischer	CHIEF	
R	Steven	Jenkins	OFFICER	
N	Nilufa	Jiwa	OFFICER	
R	Linda	Lippa	OFFICER	
R	Robert	Nelson	OFFICER	
N	Rose	Sullivan	OFFICER	
D	Michael	Stank	ASST CHIEF	305 - 305 COOL SPRING
R	Lloyd	Jones	CHIEF	
D	William	Lessard	OFFICER	
N	William	Nicholson	OFFICER	
N	Pamella	Parker	OFFICER	
R	Christen	Schumacher	ASST CHIEF	306 - 306 RUTLAND
D	Nancy	Kuppich	CHIEF	
N	Sarah	Anderson	OFFICER	
R	Thomas	Perdue	OFFICER	
R	Barry	Werner	OFFICER	
R	Donald	Harmon	ASST CHIEF	401 - 401 BATTLEFIELD
R	Roger	Bourassa	CHIEF	
N	Eric	Johnson	OFFICER	
N	Phil	Judson	OFFICER	
N	Kristen	Tetley	OFFICER	
D	Gloria	Flowers	ASST CHIEF	
D	Chelsea	Jackson	CHIEF	
N	Tammy	DeLeo	OFFICER	

N	Sherilyn	Layne	OFFICER	403 - 403 COLD HARBOR
D	Alison	Sinclair	OFFICER	
R	Cribben	Stange	OFFICER	
R	Randall	Wachman	OFFICER	
R	Lynn	Dillon	ASST CHIEF	404 - 404 BLACK CREEK
D	David	Burks	CHIEF	
N	John	Howard	OFFICER	
N	Gail	Worsham	OFFICER	
N	Robert	Thacker	ASST CHIEF	405 - 405 PEBBLE CREEK
R	Victoria	Trice-Romano	CHIEF	
N	Joshua	Bartholomew	OFFICER	
D	Katherine	Earls	OFFICER	
N	Patricia	Thacker	OFFICER	407 - 407 OLD CHURCH
N	Curtis	Mullins	ASST CHIEF	
N	Steven	Combs	CHIEF	
R	Paulette	Bradshaw	OFFICER	
N	Anthony	Denham	OFFICER	502 - 502 RURAL POINT
N	Denise	Denham	OFFICER	
D	Glenda	Taylor	ASST CHIEF	
D	C Lindsay	Ryland	CHIEF	
D	Rebecca	Huber	OFFICER	503 - 503 NEWMAN
D	Michael	Lang	OFFICER	
R	Peggy	Newsome	OFFICER	
N	Gillian	Haynes	ASST CHIEF	
D	Karen	Cook	CHIEF	504 - 504 STUDLEY
N	Frances	Friel	OFFICER	
R	Margaret	Konecny	OFFICER	
N	Denise	Randolph	OFFICER	
D	Bonnie	Pearsall	ASST CHIEF	504 - 504 STUDLEY
R	Mary (Diane)	Glasgow	CHIEF	
N	Frances	Brent	OFFICER	
D	Kathy	Healey	OFFICER	

R	Donna	Pagnoni	OFFICER	
N	Faye	West	ASST CHIEF	505 - 505 TOTOPOTOMOY
N	Sherry	Lane	CHIEF	
R	Charles	Waddell	OFFICER	
N	Marcella	Wright	OFFICER	
R	Connie	Armentrout	ASST CHIEF	
R	James	Bauer	CHIEF	506 - 506 GEORGETOWN
N	Suzanne	Lockwood	OFFICER	
N	Travis	Oliver	OFFICER	
N	Donald	Root	OFFICER	
R	Dennis	Capraro	ASST CHIEF	
R	Kayla	Pfalzgraf	CHIEF	507 - 507 LAUREL MEADOW
N	Charlie	Duke	OFFICER	
D	Apolonio (Jim)	Rosalez	OFFICER	
R	Catherine	Saydlowski	OFFICER	
N	Robert	Thomas	ASST CHIEF	
R	Elizabeth (Jenny)	Mundy	CHIEF	601 - 601 VILLAGE
D	Christopher	Ford	OFFICER	
R	Kevin	Hotaling	OFFICER	
N	Terry	Hurlbut	OFFICER	
R	Ricky	Medlin	ASST CHIEF	
N	Holly	Dunbar	CHIEF	602 - 602 LEE DAVIS
D	Darrion	Ball	OFFICER	
N	James	Robison	OFFICER	
N	Tina	Smith	OFFICER	
D	Renetta	St Julian-Ball		
N	Douglas	Dompkowski	ASST CHIEF	603 - 603 MECHANICSVILLE
R	Robin	Sullivan	CHIEF	
R	Doris	Martin	OFFICER	
R	Shirley	Strickler	OFFICER	
D	Anthony	Tokarz	OFFICER	
R	Gail	Lane	ASST CHIEF	

R	David	Fuller	CHIEF	604 - 604 HANOVER GROVE
D	Maria	Hatcher	OFFICER	
D	Sandra	Jackson	OFFICER	
D	Patricia	Pace	OFFICER	
N	Nadine	Rand	VOL	
D	Vivian	Gordon	ASST CHIEF	701 - 701 FARRINGTON
D	Alma	Gordon	CHIEF	
R	Robert	Gooch	OFFICER	
R	Diane	Gooch	OFFICER	
D	Edna	James	OFFICER	
R	Michael	Matheson	OFFICER	
R	Jean	Styer	OFFICER	
N	Joshua	Heslinga	ASST CHIEF	702 - 702 MONTPELIER
R	Mary	Waller	CHIEF	
R	William	Clarke	OFFICER	
R	Henry	Johnson	OFFICER	
N	Vicki	Neeley	OFFICER	
R	Michael	Tomillon	OFFICER	
D	Beverly	Green		
R	Gisele	Slone	ASST CHIEF	703 - 703 ROCKVILLE
N	Jack	Heidenescher	CHIEF	
R	Andrea	Casey	OFFICER	
N	Sara	Gibson	OFFICER	
D	Lynn	Woychik	OFFICER	
D	Nancy	Hartigan	ASST CHIEF	704 - 704 ELMONT
R	Glenn	Smith	CHIEF	
N	Ronald	Andrea	OFFICER	
R	Christopher	Cullen	OFFICER	
N	Jayne	Flowers	OFFICER	
R	Steven	Mergy	OFFICER	
R	Deborah	Mergy	OFFICER	
D	Frank	Northrop	OFFICER	

R	Frank	Shelp	ASST CHIEF	705 - 705 SOUTH ANNA
N	April	Pruitt	CHIEF	
N	Michael	Pence	OFFICER	
N	Kristen	Pence	OFFICER	
R	Vicki	Welsh	OFFICER	
R	Tina	Steenburgh	ASST CHIEF	801 - 801 CAP
R	Carla	Brignac	CHIEF	
D	Carrie	Boyle	OFFICER	
R	Teresa	Burkett	OFFICER	
R	Peggy	Kennedy	OFFICER	
N	Ann	Palmore	OFFICER	

Electoral Board Delegation of Duties to the General Registrar/Director of Elections

10/9/2023

Duty/Task	Group	Source
45-Day Absentee Compliance. EB and GR must certify its compliance with the (45-day) deadline to ELECT and report the number of ballots ordered. (ELECT lists in both GR and EB sections)	Absentee	Code 24.2-612
Final Absentee List. The board must deliver one attested copy of the final absentee applicants list to the chief officer of election for each precinct on the day before the election.	Absentee	Code 24.2-710
Absentee Ballots Received after the Election. The secretary of the electoral board [must] deliver all absentee ballots received after the election to the Clerk of Circuit Court.”	Absentee	Code 24.2-710
Hire and Evaluate Staff. The general registrar shall establish the duties of deputy registrars, appoint deputy registrars, and have authority to remove any deputy registrar who fails to discharge the duties of his office. At their discretion, the GR can to hire additional temporary, part time employees when necessary.	Admin	Code 24.2-112
Election Public Notice. The Secretary must post or publish any notice of a primary that is received from the Department of Elections or other appropriate authority on the official website of any county or city, in at least 10 public places in the county, <u>or</u> published at least once in a newspaper of general circulation in the county. This includes notices for special elections.	Admin	Code 24.2-517
Support of Town Elections. Must carry out elections for any town within its county and any town whose major portion is within its county. For November elections for town offices in any town split between two counties, see the GREB handbook and Virginia Code §24.2-671.	Admin	Code 24.2-601
Ballot Layout. The EB, along with ELECT, must design and layout ballots according to instructions titled “Ballot Standards and Verification Procedures”	Ballots	Code 24.2-613
Ballot Printer Designee. The EB or the GR [must] "designate one person to be continuously present in the room in which the ballots are printed.”	Ballots	Code 24.2-617
Delivery of ballots to the precinct. The EB must designate a member, or a registrar, or an employee, to “deliver to an officer of election of each precinct the official ballots for that precinct and obtain a receipt for the package or packages.”	Ballots	Code 24.2-621
Return of Filing Fees. The electoral board must notify the locality’s treasurer or director of finance if any candidate is running unopposed in a primary, so that the candidate’s filing fee may be returned.	Candidates	Code 24.2-524
Action for Election Materials Not Returned. The board must inform the Clerk of Circuit Court of any officer of election who has failed to return the election materials by the time of the board’s meeting to ascertain the results.	Certification	Code 24.2-670
Ballot containers. The board must provide a ballot containers for each precinct.	Equip/Secur	Code 24.2-623

Duty/Task	Group	Source
Election Officer Assignments. The electoral board (1) shall ensure a chief officer and assistant chief officer for each precinct from opposite parties when practicable, (2) "Not less than three [officers of election must] be appointed for each precinct." (3) "representation [must] be given to each of the two political parties having the highest and next highest number of votes" for governor in the last election, (4) no more than one-third of the total number of officers appointed for each precinct may be non-affiliated officers if practicable.	Officers	Code 24.2-115
Non-Affiliated Chief Officers. If the electoral board appoints a chief or assistant chief officer not affiliated with a political party, the general registrar must notify political parties within 10 days to allow for additional nominations.	Officers	Code 24.2-115
Election Officer Public List. The secretary of the EB or the GR [must] prepare a list of the officers of election that [must] be available for inspection and posted in the general registrar's office prior to March 1 each year. Whenever substitute or additional officers are appointed, the secretary of the electoral board or the general registrar [must] promptly add the names of the appointees to the public list.	Officers	Code 24.2-115
Polling Place ADA Compliance. The electoral board must assist the local governing body in complying with various state and federal acts designed to ensure the accessibility of all polling places to persons with disabilities.	Polling Places	Code 24.2-310
Polling Places Changes. The electoral board is responsible for reviewing all polling places after each election to determine that there will be polling places for the next election that meet the requirements of the Code of Virginia §§24.2-305-310.	Polling Places	Code 24.2-305 through 310
Polling Place Preparation. The local electoral board is responsible for ensuring the general registrar has all voting equipment, furniture, and materials at the polling places before the polls open.	Polling Places	Code 24.2-610
Emergency Polling Place Changes. If an emergency makes a normal polling place unusable or inaccessible, the electoral board or the general registrar must request emergency approval of a replacement polling place. Upon approval, notice must be given to impacted candidates and voters as is appropriate to the emergency.	Polling Places	Code 24.2-310
Equipment Security Plan. For localities with internal information technology (IT) resources, the GR, upon request by the local Electoral Board, may liaise with locality personnel on behalf of the Electoral Board.	Equip/Secur	Code 24.2-410.2

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ELECTIONS
NVRA Statistics Report
From 08/22/2023 to 10/09/2023**

Locality	A	B	C	D	E	F	I	M	N	O	P	R(N)	R(T)	S	T	V	W	WT	X	XT
HANOVER COUNTY	0	0	0	111	0	0	7	0	0	5	53	76	1	91	5	2606	444	39	0	0
Totals:	0	0	0	111	0	0	7	0	0	5	53	76	1	91	5	2606	444	39	0	0

LEGEND:

- | | | |
|-------------------------------|--------------------------------|---------------------------------------|
| A - Public Assistance | M - Military Recruiters | T - Third Party Voter Drive |
| B - Absentee Voting - SDR | N - National Form | V - DMV |
| C - Disability Offices | O - Other Document/Information | W - Web DMV Verified |
| D - Discretionary Agencies | P - In Person | WT - Web Third Party DMV Verified |
| E - Election Day Voting - SDR | R(N) - Confirmation Notice | X - Web Not DMV Verified |
| F - Federal Form | R(T) - Confirmation Transfer | XT - Web Third Party Not DMV Verified |
| I - Voter Card | S - State Mail-In Form | |

Commonwealth of Virginia
Department of Elections
Registrant Counts By Locality for Pre-Registered Voters
Voters registered from 10/10/2022 to 10/09/2023

Locality: 085 HANOVER COUNTY

Precinct No.	Precinct Name	Pre-Registrants
0101	101 - ASHLAND	8
0104	104 - SLIDING HILL	5
0105	105 - BERKLEY	17
0106	106 - KERSEY CREEK	7
0108	108 - HONEY MEADOWS	12
0201	201 - BEAVERDAM	24
0202	202 - BLUNTS	4
0203	203 - WILMINGTON PARISH	8
0206	206 - COURTHOUSE	14
0208	208 - OAK KNOLL	3
0210	210 - OAK HILL	2
0301	301 - CLAY	8
0303	303 - SHADY GROVE	9
0304	304 - ATLEE	7
0305	305 - COOL SPRING	7
0306	306 - RUTLAND	9
0401	401 - BATTLEFIELD	10
0403	403 - COLD HARBOR	10
0404	404 - BLACK CREEK	5
0405	405 - PEBBLE CREEK	8
0407	407 - OLD CHURCH	6
0502	502 - RURAL POINT	3
0503	503 - NEWMAN	12
0504	504 - STUDLEY	5
0505	505 - TOTOPOTOMOY	2
0506	506 - GEORGETOWN	11
0507	507 - LAUREL MEADOW	7
0601	601 - VILLAGE	7
0602	602 - LEE DAVIS	7
0603	603 - MECHANICSVILLE	14
0604	604 - HANOVER GROVE	6
0701	701 - FARRINGTON	6
0702	702 - MONTPELIER	15
0703	703 - ROCKVILLE	11
0704	704 - ELMONT	8
0705	705 - SOUTH ANNA	3
# of Precincts in the Locality:		36
# of Voters:		300

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ELECTIONS
Registrant Counts By Locality Historically
Voters registered as of 10/9/2023**

Locality: 085 HANOVER COUNTY

Precinct	Precinct Name	Active	Inactive	All	Military	Overseas	Federal	
0101	101 - ASHLAND	2,026	135	2,161	19	11	2	
0104	104 - SLIDING HILL	2,170	105	2,275	32	5	2	
0105	105 - BERKLEY	2,185	166	2,351	23	11	2	
0106	106 - KERSEY CREEK	1,234	46	1,280	14	2	2	
0108	108 - HONEY	2,989	115	3,104	26	13	2	
0201	201 - BEAVERDAM	3,013	102	3,115	37	2		
0202	202 - BLUNTS	1,337	45	1,382	14	2	4	
0203	203 - WILMINGTON	2,692	84	2,776	23	13		
0206	206 - COURTHOUSE	2,355	79	2,434	19	1	3	
0208	208 - OAK KNOLL	2,031	62	2,093	15	3		
0210	210 - OAK HILL	1,010	22	1,032	12	1		
0301	301 - CLAY	2,414	63	2,477	17	3	1	
0303	303 - SHADY GROVE	2,573	107	2,680	24	2	1	
0304	304 - ATLEE	3,012	98	3,110	32	9	3	
0305	305 - COOL SPRING	2,495	104	2,599	24	8	1	
0306	306 - RUTLAND	2,058	93	2,151	24	2	2	
0401	401 - BATTLEFIELD	2,706	55	2,761	22	3		
0403	403 - COLD HARBOR	3,920	186	4,106	36	3	5	
0404	404 - BLACK CREEK	1,710	46	1,756	13	10		
0405	405 - PEBBLE CREEK	1,643	50	1,693	10	2	1	
0407	407 - OLD CHURCH	1,856	52	1,908	23	1	4	
0502	502 - RURAL POINT	2,953	114	3,067	34	5	1	
0503	503 - NEWMAN	2,219	122	2,341	29	5	1	
0504	504 - STUDLEY	1,657	44	1,701	16	3	1	
0505	505 - TOTOPOTOMOY	662	27	689	8	2		
0506	506 - GEORGETOWN	2,197	57	2,254	39	3	3	
0507	507 - LAUREL	2,434	101	2,535	24	1		
0601	601 - VILLAGE	3,202	102	3,304	32	8	2	
0602	602 - LEE DAVIS	2,682	124	2,806	27	3		
0603	603 -	2,916	177	3,093	26	1		
0604	604 - HANOVER	2,686	120	2,806	20	1		
0701	701 - FARRINGTON	2,629	83	2,712	22	2	2	
0702	702 - MONTPELIER	2,779	103	2,882	16	8	1	
0703	703 - ROCKVILLE	2,474	85	2,559	22	4		
0704	704 - ELMONT	3,174	151	3,325	24	4	1	
0705	705 - SOUTH ANNA	1,405	52	1,457	15	5		
# of Precincts	36	# of Voters:	83,498	3,277	86,775	813	162	47