

City of Radford Electoral Board
Draft Minutes of Public Meeting
April 18, 2023

Chairwoman Ann Craig called the April meeting of the City of Radford Electoral Board to order at 10:00 a.m. on April 18, 2023, in the conference room of the Radford Municipal Building located at 10 Robertson Street, Radford, Virginia. Present were Chairwoman Craig, Vice Chairman Guy Wohlford, and Secretary Carol Colby, constituting a quorum, as well as General Registrar Lindsey Williams, Radford City Manager David Ridpath, and Radford Information Technology Coordinator Mel Kirby.

Secretary Colby made a motion to go into a closed meeting to discuss information technology, as permitted by Virginia Code section 2.2-3711A19, to wit: discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion of subdivision 2 or 14 of section 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure. Vice Chairman Wohlford seconded the motion, which passed unanimously, at which time the Board went into a closed meeting.

Upon conclusion of the closed meeting at 11:35 a.m., the Board reconvened in an open meeting and conducted a unanimous roll call in accordance with Virginia Code section 2.2-3712D, certifying that the closed meeting was conducted in accordance with the Virginia Freedom of Information Act.

Report of General Registrar

Mrs. Williams shared with the Board a plan of succession to staff the General Registrar's office in the event of staff illness or emergency. She recommended that Board members devote half a workday in the office to undergo training. Upon motion from Secretary Colby, second from Vice Chairman Wohlford, and unanimous assent, the Board adopted the plan of succession.

Mrs. Williams reported on the cost to send new voter cards to all registered voters in the city. After discussion, the Board agreed that these cards should be sent to voters whose addresses place them in the West District. Mrs. Williams also advised that she plans to place signage in visible locations throughout the West District clearly stating the location of the polling place.

The Board discussed revisiting and renewing the polling place agreements.

Mrs. Williams and the Board discussed the Board's need to conduct a review of the General Registrar's performance, and to reappoint her at the May meeting for the term beginning July 1.

Mrs. Williams advised the Board that she will schedule in-person training for her staff and the Board on the new voting system hardware and software.

Mrs. Williams discussed staffing of the General Registrar's office. She shared a survey of other localities' staffing, salaries, and job descriptions, and the current and projected staffing needs of her office. The Board will review the information and discuss at its May meeting.

Upon Secretary Colby's motion, Vice Chairman Wohlford's second, and unanimous assent, the meeting was adjourned at 12:24.

The date of the next Board has yet to be decided.