

## SALEM ELECTORAL BOARD MINUTES

MARCH 14, 2023

4:30 PM

19 East Clay Street

The City of Salem Electoral Board (the "Board") met in a duly called session on March 14, 2023 beginning at approximately 4:30 p.m. Notice of the meeting was provided in accordance with Section 2.2-3707 of the Code of Virginia, 1950, as amended.

The following persons, being all of the members of the Board, were present in person: Mr. Zachary S. Agee (Chair), Ms. Elizabeth Bowles (Vice Chair), and Ms. Katherin Elam (Secretary). Also present by invitation during the meeting was Ms. Dana Oliver (Director of Election, City of Salem), Patrick Morton (Chief Information and Technology Officer, City of Salem) and Matthew Whited (Assistant Chief Information and Technology Officer, City of Salem).

The meeting was called to order by the Electoral Board chair, Zach Agee.

Vice-Chair Bowles motioned that the Board enter closed session pursuant to Va. Code 2.1-3711(A) (1) and Va. Code Section 24.2-625.1. The motion was seconded by Secretary Elam and passed unanimously.

Motion was made by Vice-Chair Bowles that the Board return to regular session. Motion seconded by Secretary Elam and passed unanimously.

A roll call vote was taken as required by Section 2.2-3712 (D) of the Code of Virginia. The vote to certify and reconvene in open sessions was as follows: Mr. Agee—Aye; Ms. Bowles—Aye; Ms. Elam —Aye.

Returning to open session, Ms. Elam announced that the Board had reviewed a checklist provided by the State Board of Elections pertaining to security measures for voting equipment and technology. The Director of Elections, the City of Salem Information and Technology department, and local law and security departments will collaborate to complete the final security plan on time. It was determined that a second review of the proposed security plan will take place April 19 at 4:30pm in the Director of Elections' office and endorsed by the necessary department heads, the city manager, and the Salem Electoral Board.

Mr. Agee then announced the second issue discussed in closed session was in regard to the appointment of a General Registrar which, in accordance to Virginia Code Article 4, Section 24.2-110, each electoral board shall meet in the month of May or June in 2007, and every four years thereafter, and shall appoint a general registrar, who shall be a qualified voter of the county or city.

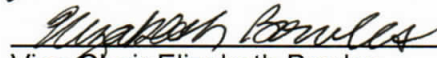
A motion was made by Ms. Bowles to post the City of Salem Director of Elections position, a second was made by the chair Mr. Agee. The motion carried two to zero with Ms. Elam abstaining with the understanding that Ms. Oliver, the current Director of

Elections, be encouraged to apply for the position. Chair Mr. Agee asked the Vice Chair Ms. Bowles to draft the job description and seek guidance from the City of Salem HR department. The job description content will be reviewed by the full board. Once that is approved the position will first be posted to the City of Salem HR job site by early April and possibly a couple other national electronic job sites.

#### ADJOURNMENT

A motion was presented to adjourn the meeting at 5:40pm by Ms. Bowles and a second made by Ms. Elam. The motion carried.

  
Chair Zach Agee  
4-19-23  
Date

  
Vice-Chair Elizabeth Bowles  
4-19-23  
Date

  
Secretary Katherin Elam  
4-19-23  
Date