



SALEM ELECTORAL BOARD MINUTES

SEPTEMBER 11, 2023

4:30 PM

19 East Clay Street

The meeting of the City of Salem Electoral Board was held Monday September 11, 2023, beginning at 4:32 pm. Notice of the meeting was posted in accordance with Section 2.2-3707 of the Code of Virginia, 1950, as amended.

All of the members of the Board were present in person. Mr. Zachary Agee (Chair), Ms. Elizabeth Bowles (Vice Chair), and Ms. Katherin Elam (Secretary). Also, in attendance Salem City's Director of Elections, Dana Oliver and City Councilman Hunter Holliday.

Secretary Elam presented the minutes from June 12, 20 and 21 for signatures and approval.

The first order of business was the review of the Office of Elections ADA compliance checklist for the city's polling places. Salem Civic Center manager Wendy Delano prior to the electoral board meeting reviewed the ADA checklist to ensure that all sections of the checklist matched the approval they had received from other state agencies.

Second order of business addressed training for officers of election. Vice Chair Bowles made a motion that Virginia Office of Elections on-line training for officers of election created in August 2023 be mandatory for all of the Salem election officers, and that each officer will be compensated for one hour of training. The motion was seconded by Secretary Elam. Each officer upon completion of the virtual training must achieve 80 points and return the results to Dana Oliver by November 2.

Vice Chair Bowles made a motion to go into closed session to review the final draft of the Salem Security Manual, the chain of communication threads, and proposed Virginia bill SB 80. Secretary Elam seconded the motion and the motion

carried at 4:55pm councilman Holliday left the meeting room. The topics were discussed and several items will need to be added to future budgets. The closed session ended at 5:50pm and the public meeting was adjourned.

Zach Agee

Zach Agee, Chair

10/30/2023

Date

Elizabeth Bowles

Elizabeth Bowles, Vice Chair

10/30/2023

Date

Katherin Elam

Katherin Elam, Secretary

10/30/2023

Date