

**CITY OF SUFFOLK ELECTORAL BOARD  
DRAFT MEETING MINUTES  
FEBRUARY 9, 2022  
(RESCHEDULED FROM FEBRUARY 1, 2022)**

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Attending: Brent Rowlands, Chair, Rev. Isaac Baker, Vice Chair, Beverly Outlaw, Secretary, Les Ward, Advisor, Burdette Lawrence, Deputy Registrar

Mr. Rowlands called the meeting to order at 440 Market Street, Suffolk, Virginia, at 9:03 A.M.

Minutes of the January 18, 2022 meeting were approved as distributed. Mr. Rowland stated that he preferred that Public Comment be recorded and included as part of the minutes and posted in the public record. Ms. Outlaw replied that the guidelines for accepting, recording and publishing public comment had been agreed on by a previous Board and suggested the Board discuss and establish new guidelines as appropriate. It was agreed to place this discussion on the agenda for the next regular Board meeting.

**Unfinished Business**

Ms. Outlaw reported that she had contacted ELECT about the feasibility of conducting an audit of the voter registration records of all registered voters over 100 years old and received a response that such an audit was neither required nor authorized. Mr. Rowlands would like to discuss the matter further with the State Department of Elections and report back to the Board.

Mrs. Lawrence reported that Electronic Poll Books will be updated by DemTech February 23 through February 25.

The Board reviewed a report from Robin Wynn, Director Human resources outlining two options for payment of Officers of Election. Ms. Outlaw moved that the Board select Option 1. Upon appropriate second, the motion carried. Mrs. Lawrence will inform Robin Wynn of the Board's selection.

Mrs. Outlaw reported that she and Mrs. Lawrence had met with the City Manager to review the proposed budget. Mr. Rowland expressed a concern that salary and wages figure include cost of benefits, taxes and contributions or those costs be allocated to another cost center. Ms. Outlaw will seek clarification.

Mrs. Lawrence distributed maps of options for city redistricting that will be considered by City Council on February 16th.

Ms. Outlaw reported that she and Mrs. Lawrence had reviewed the current education presentation for Officers of Election as well as recommendations from staff, Benchmark examples from VRAV and online modules from the Virginia Department of Elections. A work meeting to compile a draft education presentation is scheduled for February 15 at the Registrar's office. The plan is to present draft presentation to the Board in March for review and revision, present the final draft to the Board in April, and begin to use the new presentation in May, 2022.

**New Business**

Ms. Outlaw reported that a review of current Officers of Election determined that there were no officers whose appointment had ended that needed to be confirmed at this time. There are 294 persons on the list whose appointment ends February 28, 2025.

Mrs. Lawrence reported that she has sent out letters to these individuals confirming their intentions to continue to serve as Officers of Election and indicating their political party affiliation. Another letter has been sent to individuals who have expressed a desire to be appointed as Officers of Election. She has also received a list of candidates from Party Chairs who will be considered.

Mr. Rowlands suggested that we perform a background check on Officers of Election.

The floor was opened for public comment.

At 10:56 A.M., Ms. Outlaw moved that the Board convene in Closed meeting pursuant to the Code of Virginia 2.2-3711 to discuss the Security Plan and alleged election irregularities involving staff. The motion was seconded and passed.

The Board reconvened in open session at 11:19 A.M.

Ms. Outlaw certified that only lawfully exempted public business under Code of Virginia 2.2-3711 was discussed and only business identified in the motion to close was discussed.

Roll call vote:  
Rowland - yes  
Baker-yes  
Outlaw - yes

Ms. Outlaw moved that the Board obtain additional information from ELECT prior to completion and approval of the Security Plan. Upon appropriate second, the motion passed.

Ms. Outlaw moved that Burdette Lawrence be appointed as General Registrar for the City of Suffolk. Rev. Baker seconded the motion. Voting yes, Rev. Baker, Ms. Outlaw. Voting no, Mr. Rowlands. The motion passed by majority vote.

The Board congratulated Mrs. Lawrence on her appointment.

The meeting adjourned at 11:28.

Beverly Outlaw, Secretary

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Beverly Outlaw  
Secretary, Suffolk Electoral Board