

**CITY OF SUFFOLK ELECTORAL BOARD  
APPROVED MEETING MINUTES  
JANUARY 18, 2022**

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Attending: Rev. Isaac Baker, Vice Chair, Beverly Outlaw, Secretary, Brent Rowlands, New member, Burdette Lawrence, Deputy Registrar

The meeting of the Electoral Board was held at 440 Market Street, Suffolk, Virginia, 23435. It was called to order on January 18, 2022, at 9:01 a.m. by Rev. Isaac Baker, Vice Chair.

Rev. Baker introduced the new member and welcomed him to the Board.

Ms. Outlaw moved that the Board be reorganized as:

Mr. Rowlands, Chair

Rev. Baker, Vice Chair

Ms. Outlaw, Secretary

The motion received a second and past.

Mr. Rowlands opened the floor as Chair. He suggested that name placards be provided to identify members of the Board and asked the names of members of the public present. Ms. Outlaw suggested that a sign-in sheet be provided for public attendees. Ms. Lawrence said placards and sign-in sheet will be available at next meeting.

Minutes of the December 18, 2021 meeting were read. Rev. Baker moved that the minutes be approved as read. Upon appropriate second, the motion passed.

Unfinished Business:

Ms. Outlaw stated Susan Saunders, General Registrar, who had gone on Administrative Leave beginning October 16, 2021, resigned effective December 31, 2021. During her absence, Ms. Lawrence, Deputy Registrar, stepped up and assumed duties necessary to run the office and administer an election. The Board is grateful for her willingness to do this.

Ms. Outlaw asked the Board to take immediate steps to appoint a General Registrar.

Ms. Lawrence reported that Information Technology will begin updating Windows on all electronic poll books on January 24, 2022 with completion no later than January 28, 2022. When the update is complete, she will schedule DemTech to install software required by the Virginia Department of Elections.

Ms. Outlaw reported the City of Suffolk is proposing a new system for paying Officers of Election. Ms. Lawrence met with Robin Wynn, City of Suffolk Director of Human Resources, who is proposing Officers of Election be paid using a payroll management company or

temporary service agency. Mr. Rowlands moved that he meet with Human Resources and or the City Attorney to better understand the reasons for this proposal and report back to the Board. The motion received a second and was approved.

Ms. Outlaw made the draft budget available to the Board for their review and reported the City has scheduled a meeting on February 8, 2022 to discuss Budget requests. She volunteered to attend the meeting and communicate the Board's requests. Rev. Baker moved that Ms. Outlaw attend the budget meeting. Upon appropriate second, the motion passed.

Ms. Outlaw reported that we have received no information from the City regarding redistricting decisions. Ms. Lawrence previously distributed a recording of the December City Council meeting during which the Council decided to request another map be drawn and set a goal for decision in February.

New Business:

Ms. Lawrence distributed a current list of Officers of Election. Ms. Outlaw stated that in their first regular meeting in February the Board is required to reappoint all officers whose terms are scheduled to expire. At next month's meeting the Board will review the current roster and any applications for new officers that we receive prior to that date.

Ms. Outlaw said the previous Board has suggested that the Board revamp the educational packet for Chiefs and Assistant Chiefs to better explain questions that arose during the last election. Ms. Outlaw volunteered to review the current packet and make suggestions for revisions for Board review and approval.

Ms. Outlaw asked the Board to come to the next meeting prepared to propose goals for the 2022-2023 fiscal year.

Ms. Outlaw brought to the attention of the Board correspondence from the State Department of Elections announcing National Poll Workers Recruitment Day on January 25, 2022 and asking the help of Boards to recruit additional Officers of Election.

The floor was opened for public comment.

Following public comment, Mr. Rowlands moved that the Board appoint a committee to audit registered voters whose age exceeded one hundred years old to determine if they remain qualified. The motion received no second.

Ms. Outlaw suggested that any proposed audit be presented to the Board and include purpose of the audit, who will conduct it, time frame, method to be used, criteria to be applied, analysis, reporting and use of results.

Rev. Baker suggested that any such undertaking be reviewed to determine if it discriminates according to age or any other parameter.

Ms. Outlaw moved that the Board convene in closed meeting as authorized by the Code of Virginia 2.2-3711 subsection A, to discuss a matter concerning personnel. That attendance at the closed meeting include Les Ward, advisor and Burdette Lawrence, Deputy Registrar who will attend at the discretion of the Board.

Mr. Rowlands amended the motion to also discuss possible malfeasance by personnel. The motion as amended was appropriately seconded and approved. The Board convened in closed meeting at 11:33 a.m.

The Board reconvened in open meeting at 12:12 p.m.

Ms. Outlaw certified that only business matters lawfully exempted under Virginia Code 2.2-3711 were discussed and that only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Mr. Rowlands called for affirmation by roll call vote.

Mr. Rowlands-yes

Rev. Baker-yes

Ms. Outlaw-yes

Ms. Outlaw moved that Mr. Rowlands and Mr. Ward obtain additional information concerning allegations of serious irregularities involving personnel. Upon appropriate second, the motion passed.

Ms. Outlaw moved that Ms. Lawrence be designated as acting General Registrar. Mr. Rowlands amended the motion to include at a salary not to exceed \$30.00 per hour and as long as the change does not conflict with Human Resources Department policy. The motion was seconded as amended and the motion passed.

The next meeting of the Board was scheduled for February 1,2022 at 9:00 a.m.

The meeting adjourned at 12:18 p.m.

Beverly Outlaw, Secretary

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Beverly Outlaw

Secretary, Suffolk Electoral Board