

**CITY OF SUFFOLK ELECTORAL BOARD  
DRAFT MEETING MINUTES  
FEBRUARY 23, 2022**

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

Guests: Regina Chandler, Interim Director City of Suffolk, Information Technology, Charlie Harcum, Network Manager, Adam Reece, Service Support Manager, Tim Forbes, Physical Security Manager.

The meeting was called to order at the Registrar's Office, 440 Market Street, Suffolk, Virginia at 9:00 A.M. by Brent Rowlands, Chair.

Beverly Outlaw moved that pursuant to Code of Virginia 2.2-3711 the Board convene in closed session with all Board members and guests present to discuss Security Planning requirements. Upon appropriate second the Board convened in Closed session at 9:06 A.M.

The Board convened in open meeting at 10:10 A.M.

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

Roll call vote:  
Brent Rowlands -yes  
Rev. Isaac Baker-yes  
Beverly Outlaw-yes

Ms. Outlaw moved that Ms. Chandler be requested and authorized to take the following actions: Contact DemTech to obtain installation script for electronic poll books; Contact Zakia Williams to obtain definitions of requirements; obtain required documentation of voting equipment through contact with developer. Upon appropriate second the motion passed.

The meeting adjourned at 10:17 A.M.

Beverly Outlaw, Secretary

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Beverly Outlaw  
Secretary, Suffolk Electoral Board