

MONTGOMERY COUNTY ELECTORAL BOARD

Minutes

February 7, 2020

The meeting was held at the Montgomery County Government Center, 755 Roanoke Street in Christiansburg, and was called to order at 10:00 am. All Board members were present. Registrar Viar was in attendance.

The minutes of the December 3, 2019 meeting were approved.

The Board discussed the new Response to Appointment form for Officers of Election. Board agreed to forward completed response forms to the appropriate local party when Officers indicate a preference to represent one of the parties. Vice-Chairman Sills moved to approve the 2020 Roster of Officers of Election dated February 7, 2020. Secretary Williams seconded the motion, and the motion was approved unanimously.

Vice-Chairman Sills reported that older documents had been removed from the Electoral Board files and destroyed per the Library of Virginia's records retention guidelines. The Board agreed to define the term "administratively necessary" when applied to Electoral Board Administrative Records as four years, the length of an election cycle. This definition can be modified by the Electoral Board as needed.

Registrar Viar reported significant progress toward completion of the goals and objectives set at her most recent annual review in July 2019.

The Board reviewed training materials to be used for the March 3, 2020 Presidential Primary. Secretary Williams will update the documents for final review before printing.

The Board discussed the 2020 Voting Systems Security Plan and the HB2178 Supporting Technologies Security Plan. Secretary Williams will update the Voting Systems Plan for approval at the next Board meeting. Registrar Viar will request a report from Montgomery County Information Technology Department Director Philip Martin regarding progress toward meeting Virginia Department of Elections supporting technologies security requirements.

The Registrar reported all polling place facilities were reminded in January of the March 3, 2020 Primary. Logic and Accuracy testing was completed on January 8<sup>th</sup> and absentee voting began January 16<sup>th</sup>. The Associated Press (AP) has contacted Ms. Viar regarding the placement of observers at three Montgomery County precincts for the closing of the polls on March 3<sup>rd</sup>. Ms. Viar will attend a Virginia Tech study abroad fair in late March to provide information on casting absentee ballots while overseas.

Under other business, Vice-Chairman Sills asked Registrar Viar to look into alternate communication methods for Chief Officers needing to contact the Registrar's office. Ms. Viar will talk with the county IT Department about options.

The meeting was adjourned at 12:20 pm.

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Marshall D. Dowdy  
Chairman

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John A. Sills  
Vice-Chairman

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Carroll D. Williams  
Secretary