



# PRINCE WILLIAM COUNTY OFFICE OF ELECTIONS

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**ELECTORAL BOARD**  
Keith Scarborough, Chairman  
Mark Dillon, Vice-Chairman  
London Steverson, Secretary

**GENERAL REGISTRAR**  
Eric Olsen, Director of Elections

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## Meeting Minutes

James J McCourt Administrative Building  
Government Complex  
County Center  
Woodbridge, VA 22192

Date: March 22, 2023

The meeting was called to order at 10:30 AM, after which Chairman Scarborough led a Moment of Silence and the Pledge of Allegiance.

### IN ATTENDANCE:

Keith A. Scarborough, Chairman  
Mark Dillon, Vice-Chairman  
London Steverson, Secretary  
Eric Olsen, General Registrar/Director of Elections  
Natalia Taylor, Chief Deputy Director of Voter Services  
Tommy Dorsey, Training Officer

### PUBLIC COMMENTS

#### CITIZENS' TIME

Bryana Altman said that she is an Election Officer. She was glad that she had been invited back. She had had all the necessary Training. She has worked the Central Absentee Precinct. She has some concerns concerning the Chain-of-Custody for the Absentee Ballots.

### OLD BUSINESS

#### APPROVAL OF MINUTES

Minutes for the February 6, 2023 and February 22, 2023 Meetings were approved unanimously.

GR Olsen said that the Case of Republican Party of Virginia v Prince William County Electoral Board, Case No. CL 22008769 had been resolved in a Voluntary Nonsuit. An Agreed Order was entered pursuant to Virginia Code Section 8.01-380. The Parties agreed by Counsel that the Defendants need not file a Responsive Pleading.

A Copy of the Agreed Order is attached to these Minutes, as Attachment 01.

### NEW BUSINESS

#### APPOINTMENT OF ELECTION OFFICERS

GR/DE Olsen said that 82 new Election Officers had been appointed. This is the last appointment of EOs before the Primary Election. We have more than 900 EOs. We have more than enough EOs from both Political Parties, Republican and Democratic, for the Primary Election.

Vice Chairman Dillon made a Motion that the EB approve the List of 82 EOs. It was Seconded Secretary Steverson and passed Unanimously.

EOs are nominated by their respective Political Parties. The Electoral Board approves the nominations. The General Register assigns the EOs to their respect Precincts.

Concerning Early Voting for the June Primary, Early Voting Starts on Friday, May 5th, 2023, and will run through Saturday, June 17, 2023.

The EB determined that Early Voting would be conducted Monday through Saturday, with weekend voting on Saturday 10<sup>th</sup> and 17<sup>th</sup>, and on Sunday, June 4<sup>th</sup>.

Primary Voting Locations will be as follows: Main Office, 9250 Lee Ave Suite 1, Manassas, VA 20110.

The Ferlazzo Building, 15941 Donald Curtis Dr, Woodbridge, VA 22191, and

In Haymarket at Gainesville Library, 14870 Lightner Rd, Haymarket, VA 20169.

#### OFFICE UPDATES

GR Olsen prepared a 28 Slide Presentation covering the new Office Updates.

A copy of which is attached as Attachment 02.

Vice Chairman Dillon and GR Olsen prepared a 16-page Spread Sheet covering the Duties and Tasks of the General Register and the Electoral Board.

Per the GR handbook, the GR is supposed to "provide written or email notice to the Commissioner of Elections" for an absence of more than two weeks. The GR by letter notified Commissioner Beals that he will be absent from his position starting on Monday, March 27 through Friday, April 28. The reason being to have heart surgery and recovery time. His expected return date is Monday, May 1, 2023.

While the GR is away, the Electoral Board has appointed Natalia Taylor as Acting General Registrar. Natalia and Jon Alvarez both are excellent Deputy Directors and will handle preparations for the June 2023 Primary Election. Both have the full support of the PWC Electoral Board. We have discussed all preparations for the upcoming election and we are in good shape with them having a firm grasp of their responsibilities.

#### CLOSED SESSION

At 12:10, Vice Chairman Dillon moved to convene in closed session, seconded by Secretary Steverson to discuss the following as permitted by Virginia State Code Section 2.2-3711-A\_\_#1 (Personnel Matters) The motion passed unanimously.

At 12:26, Vice Chairman made a Motion that the EB return to public session and certified that only public business matters lawfully exempt from open meeting requirements under Virginia Law, and only such business matters identified in the motion convening the closed session were discussed or considered.

The Board returned to open session.

#### ADJOURNMENT

At 12:27, Secretary Steverson motioned to adjourn the Electoral Board meeting. It passed unanimously.

  
Keith Scarborough  
Chairman

  
Mark Dillon  
Vice Chairman

  
London Steverson  
Secretary

Date: \_\_\_\_\_