

# **LANCASTER COUNTY ELECTORAL BOARD MEETING**

August 7, 2025

The meeting was called to order by the Chair of the Electoral Board ("EB"), Barbara Breeden, at 10:12 am on August 7, 2025, in the temporary Offices of the General Registrar ("GR") located in the new Courthouse at 8265 Mary Ball Road, Lancaster, Virginia 22503.

Those present were the Chair, Barbara Breeden, the Vice Chair, Jeremy Taylor, the General Registrar, Susan Jett and the Assistant Registrar, Celina Haydon. The secretary, Jim Symons, was absent.

The minutes of the meeting on July 9, 2025, were approved as submitted.

## **Old Business:**

The annual ADA report by the EB Secretary on the six(6) precinct facilities is due on September 1, 2025.

The delivery and set date for the mobile office trailers has been delayed and is now projected to be August 15, 2025. The completion date for all utilities remains as of August 15, 2025. Since the County Administration has refused to provide any details or backup for these events or for the equipment as well as for related activities, those present expressed concern and skepticism about the certainty of these dates and the functionality of the temporary facility once set in place.

The process and dates for cleaning and moving of some of the existing Furniture, Fixtures and Equipment ("FF&E") was discussed but unresolved because no firm dates are available from the County Administration. A considerable amount of FF&E will be designated to be abandoned and left behind in the former offices, including the clothe covered items, which are considered to be impractical to clean.

The Clerk of the Court indicated that the end of the occupancy of the Temporary Offices by the GR and EB has been extended for several days or weeks, allowing much needed time for the unspecified relocation.

## **New Business:**

A sketch of proposed post-delivery improvements inside the mobile office trailers was submitted by the GR and approved. The construction of the improvements will be under the direction and supervision of the Secretary.

Moving and storage of much of the non-security sensitive items in the former offices will begin as soon as possible. Again, the Clerk of the Court came to the rescue by offering a mostly unused storage unit at the Brookvale Storage facility, which was inspected and approved by the EB Board members present.

A discussion of replacement FF&E resulted in a short list of items for which the GR was granted approval to order when a delivery location is firm.

L&A testing of election equipment has been set by the vendor on September 9, 2025. The location for this testing, hopefully, will be in the mobile office trailers; If not, the County will be required to provide a secure location.

The GR will be on vacation from September 1, 2025, through September 9, 2025.

**Closed Session:**

Board moved to go into a closed session to discuss personnel matters. The closed session started at 12:19 pm and ended at 12:49 pm. It only discussed personnel matters.

At the conclusion of the closed session a GR evaluation form was submitted to the GR for review and execution.

The next meeting is scheduled for 10:00 am on August 15, 2025

No other business was discussed or decisions made, so the meeting was adjourned at 1:00 pm

Respectfully Submitted,

Jeremy Taylor

Vice Chair

Lancaster County Electoral Board