

The SPECIAL meeting of the Electoral Board of Surry County, Virginia, Friday, June 23, 2023 at 1:31 P.M. Lynita Mason, Chairman, William Etchison, Vice-Chairman, Donna Skinner, Secretary, Sharna White, Registrar were present.

CLOSED SESSION: Motion was made by Secretary Skinner, seconded by Vice-Chairman Etchison to go into closed session in accordance with Section 2.2-3711A(1) to discuss Personnel. Motion was adopted.

Motion was made Secretary, Skinner and seconded by Vice-Chairman Etchison to go into open session. MOTION was adopted.

CERTIFICATION: MOTION was made by Secretary Skinner to CERTIFY that the only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the Motion by which the closed meeting was convened, were discussed or considered. ROLL CALL VOTE: Skinner-AYE/ Mason- AYE/ Etchison-NAY

MOTION was made by Secretary Skinner and seconded by Chairman Mason: to establish the following guidelines as it relates to the Registrar's telework, flexibility of hours and operation and activities related to her private business, S. White Consulting and her private fitness classes:

1. The registrar will be allowed to continue to telework from her home, or another approved location, as contemplated and in accordance with the terms and conditions recited in the Offer of Employment dated, July 9, 2018 and accepted by letter, dated July 11, 2018 AND all policies as recited in the Surry County Employment Policies and Procedures, dated November 4, 2021 , Chapter 2, Item XVIII (A)(B)(C) –Teleworking, and all future revisions to such policy; and
2. The registrar's hours will continue to be flexible as office hours and operating hours during elections are set by the Department of Elections (ELECT) which require work beyond conventional office hours and on weekends; and
3. The registrar will be allowed to continue the duties of her private business, S. White Consulting and conduct her private fitness classes as long as they do not conflict with her duties as general registrar as established by Section 24.2-114 of the 1950 Code of

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Virginia, as amended and the guidelines established by the Department of Elections (ELECT). AUTHORITY: Section 24.2-110 of the 1950 Code of Virginia, as amended.

Additional discussion was held. Skinner-Aye/Etchison-Nay/Mason-Aye. MOTION was adopted.

MOTION was made by Secretary Skinner, seconded by Chairman Mason to adjourn. MOTION adopted.

Meeting adjourned at 1:56 P.M.

Respectfully submitted

Donna Skinner, Secretary