

The Charlotte County Electoral Board met Wednesday December 15th at the County Administration Building at 9:00am.

> Secretary introduced the new Board member Glenn Baker

> Meeting was called to order

> Prayer

> Pledge of Allegiance

> Mr. Baker - Acting Chair announced he was going to follow the agenda and there would be two closed sessions during the meeting.

> Minutes of the October 7th and November 3rd, 5th, 8th & 9th were read for the new members information. Minutes were not presented to be approved, the Chair of the Board was not present at this meeting, but was at the other meetings except November 8th, therefore she and the Secretary need to approve those minutes as Mr. Baker was not on the Board then.

> Certification of Election for winners of the November 2nd election.

1) Hazel Smith winner of the Wyliesburg - Red Oak Supervisors was present and inquired when she the certification could be completed to allow her to be sworn in. Secretary said he would try to get the issue resolved.

Public Comment-

1) Rebecca Daly - Registrar should have had certification of candidates done before he resigned.

Dan Witt /County Administrator- He said he had contacted the Commissioner of the State Board of Elections, the President of VEBA and the Governors office about the Registrars office. He said the County was available to assist in the hiring of the Registrar.

> Approval of Invoices for payment;

1) Secretary shared with the Board that the Assistant Registrar had her December leave sheet almost complete, and ready for Board approval.

2) Secretary had mileage statement from Assistant Registrar. It was not on the travel expense voucher form. Acting Chair asked for information to be on travel expense voucher form before approval.

3) Software license agreement between Dominion voting systems and county. Agreement was 7pages and cost is \$2,280.00. Secretary made motion to pay the contract. Board may have approved it at a previous

meeting. Acting Chair agreed that the contract should be paid and seconded the motion. Motion was approved without dissenting vote.

4) Statement from Benjamin Franklin printing company for \$84.00. Statement had no explanation of what it was for. Acting Chair asked that the Board request an invoice to verify what it was for.

5) Atlantic Election Services - programming of voting machines and printing of ballots. Printing of ballots/ \$2,584.05, programming of voting machines/ \$3,600.00, total cost \$7,184.05. Invoice was overdue. Due date was November 4th,2021.

> Acting Chair said the Board should review and approve all invoices before payment.

6) Invoice from Owen G Dunn – Print elect / invoice #26216, due date November 4th 2021.

Invoice is for “I voted stickers”, ladder lock (red) seals, blue seals and shipping and handling. Secretary made motion to pay, Acting Chair seconded motion, motion passed without dissenting vote.

7) Invoice from Southside Messenger \$800.00 - Board wanted more details of charges, Acting Chair asked Secretary to contact Southside Messenger and ask for treat sheet detailing cost.

8) invoice Key office supply - envelopes two boxes

\$45.38, Secretary made motion to pay , seconded by Acting Chair. Motion passed without dissenting vote.

> Oath Sheet of printer was reviewed by the Board. Oath Sheet must be retained in the records of the Electoral Board and a copy entered into the minutes of the Board as an attachment. Acting Chair moved that the Oath Sheet be entered into the minutes, Secretary seconded motion. Motion passed without dissenting vote.

> Secretary made motion that the Board approve all invoices before payment out of the Electoral Board and Registrar’s budget.

> Discussion about Officers of Election pay for the October 2nd Election. Paperwork for payment was not submitted to the Board of Supervisors at their November meeting by the Registrar as it should have been. Paperwork was turned in before the December meeting and approved for payment. Checks should arrive to the Officers of Election the week of December 20th-24th. Some Officers of Election that worked early voting were not paid for months. Board will insure payments are more timely in the future.

> Review of the Electoral Board and Registrar’s budget- new charges out of Electoral Board budget / \$4,296.50 for Officers of Election pay which comes out of purchased services, 759.81 for travel and mileage of Officers of Election . New charges from Registrar’s budget/ \$209.95 Kinect (internet), \$41.00 phone bill.

> Discussion about whether there are more unpaid invoices - board will try to determine if there are any more unpaid invoices and anticipate any that maybe coming.

> Closed Session- Secretary made motion that the Board enter into closed session pursuant to Virginia Code 2.1-3711 for the purpose of discussing litigation, Acting Chair seconded the motion. Motion passed without dissenting vote.

Secretary made the motion that the Board return to open session. The following resolution was read;

WHEREAS the Charlotte County Electoral Board has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of the Virginia Freedom of Information Act and

WHEREAS 2.1-3712 of the Code of Virginia requires a certification of the Board that such closed meeting was conducted in uniformity with Virginia Law

NOW THEREFORE BE IT RESOLVED that the Charlotte County Electoral Board hereby certified that to the best of each members knowledge only public business matters lawfully exempt from open meeting requirements by Virginia Law were discussed in the executive session to which this certification resolution applies , and the motion convening the executive meeting was heard, discussed or considered by the Board.

A roll call vote was taken as required by section 2.2-3712 of the Code of Virginia. The vote to certify and reconvene in open session was as follows Mr. Baker - aye, Mr. Foster- aye.

> Secretary made motion that the Registrar's office be closed until the Board could receive legal counsel from the State , and also that Dorothea Knott - Assistant Registrar be put on administrative leave. Discussion about motion was heard. Secretary amended his motion " that the Registrar's office be closed until the Board has more information from the State Board of Elections and legal counsel on how to proceed, and also that the Assistant Registrar be put on administrative leave through December 31st, 2021. Motion was seconded by the Acting Chair. Motion passed without dissenting vote.

> Secretary made motion "that Registrar Eric Goode be put on administrative leave until the duration of his term ending December 31st 2021, the date his resignation designates as the end of his employment as Registrar for Charlotte County." Motion was seconded by the Acting Chair. Motion passed without dissenting vote.

> Secretary made motion that all email addresses for the Electoral Board and Registrar's office be changed. Acting Chair seconded the motion. Motion passed without dissenting vote.

> Secretary made motion that the Board secure all existing keys to the Registrars office and that the locks be changed or recorded. Acting Chair seconded the motion. Motion passed without dissenting vote.

> Discussion about having County Maintenance change locks.

> Secretary made motion that since the Registrar's office has been closed and the Board would need to manage and supervise the activities there, the Board have weekly meetings until the situation at the Registrar's office is resolved. Discussion about time and day of meetings. Because of FOIA requirements next weeks meeting couldn't be held until December 22nd. Board will determine future dates and times when the third member is present.

> Secretary amended his motion to - "the Board have weekly meetings until the situation at the Registrar's office is resolved, and that the first meeting be Wednesday morning December 22nd at 9:00am, and that the Board would determine the time and date of future meetings." Acting Chair seconded the motion. Motion carried without dissenting vote.

> Secretary made motion to go into closed session for personnel, motion seconded by Acting Chair. Board voted to go into closed session.

The following resolution was read;

WHEREAS the Charlotte County Electoral Board has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of the Virginia Freedom of Information Act and

WHEREAS 2.1-3712 of the Code of Virginia requires a certification resolution of this Board that such closed meeting was conducted in conformity with Virginia Law

NOW THEREFOR BE IT RESOLVED that the Charlotte County Electoral Board hereby certified that to the best of each members knowledge only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and the motion convening the executive meeting was heard, discussed or considered by the Board.

A roll call vote was taken as required by section 2.2-3712 of the Code of Virginia. The vote to certify was as follows; Mr. Foster- aye, Mr. Baker- aye

> Motion made by Secretary that the Board return to open session, motion seconded by Acting Chair. Board returned to open session.

> Discussion about the hiring process for the Registrar. Acting Chair suggested we get a job description, and assistance from the County. That the Board advertise for the job in local papers, General Registrar website, Virginia Electoral Board website . Decision will be made at the next meeting.

> Discussion about job description and requirements we may want to specify. Secretary asked that the Registrar have a schedule of what days and hours he would be at the office for each month. Decision will be made at the next meeting to allow input from the Chair, Claudette Powell.

> Discussion about deadline for hiring the new Registrar. January 31st was tentative date decided on.

> Discussion about inventory of office equipment at the Registrar's office, disposal of old voting machines and new computers recently purchased by the Registrar. Acting Chair asked the Secretary to contact Mr. Goode about returning any items he may have that is property of the Registrar's office. In light of past actions by Mr Goode against the Secretary it was decided that Mr. Baker would contact him. Inventory of the office and walk through tentatively scheduled for after the next meeting, December 22nd.

> Ballot petitions for recall on Supervisor- signatures on petitions presented to the Circuit Court were supposed to be verified by the Registrar before a hearing on the case but weren't. Discussion about verifying the signatures for the court.

2nd Public Comment;

> Rebecca Daly informed the Board that the State Department of Elections is going to conduct a statewide audit of who has logged in to VERIS.

> Eva Reid suggested the Registrar maintain the hours the Registrars office is open.

Board reviewed the duties to be performed after the meeting;

- 1) secure keys to Registrar's office.
- 2) inform Assistant Registrar of decisions.
- 3) put hold on mail, Mr. Baker will check incoming mail for Registrar's office.
- 4) obtain absentee ballot report
- 5) obtain cured ballot report
- 6) change voicemail for Registrars office
- 7) notice to post at Registrar's office and County Administration Building with contact information for the Board
- 8) ask for any unpaid invoices
- 9) ballot petitions - where kept

Secretary made motion to adjourn, Acting Chair seconded. All in favor, meeting was adjourned.

Glenn Baker; Vice- Chair/ Acting Chair _____

Glenwood Foster; Secretary _____