

The Charlotte County Electoral Board met 9:00am Wednesday December 22nd 2021 at the County Administration Building

> Call to Order

> Prayer

> Pledge of Allegiance

> Present were; Glenn Baker/ Acting Chair, Glenwood Foster/Secretary, Rebecca Daly/ Voter Liaison Democratic Party

> Minutes of the December 15th meeting were read and approved

> Minutes of the December 20th emergency meeting were read and approved

> Vice Chairman gave update on Registrar's office

1) mail has been put on hold, Vice Chairman is picking it up and reviewing it.

2) Assistant Registrar has been put on Administrative leave until December 31st 2021

3) Registrar's office has been secured, all locks changed, keys are in possession of the Vice Chairman

4) Registrar's office was closed Wednesday December 15th after noon, and remained closed Thursday - 12/16, Friday - 22/17, Monday - 12/20 and reopened on Tuesday- 12/21 at 117 Legrand Avenue Charlotte Court House Virginia. Due to pending litigation to keep the office closed to preserve the integrity of evidence of there and a directive from the State Department of Elections that the Registrars office be open regular business hours five days a week, the Board felt it had no alternative other than opening a temporary office.

5) Heather Harding , Registrar for Halifax County is assisting with the daily duties of the office.

6) Notices of the move have been posted at the Registrar's office, County Administration Building, Clerk of the Courts office, Treasurer 's office, Commissioner of the Revenue office, Public Library, Post Office and County website. More notices will be posted throughout the County.

7) Board will advertise and start interviews as quickly as possible.

Invoices reviewed for approval ;

1) Southside Messenger 800.00 for advertisement. Invoice payment had been delayed for further information. Secretary received tear sheet detailing charges and was satisfied with charges. Secretary made motion to pay invoice, Vice Chairman seconded. Motion passed without dissenting vote.

2) Ben Franklin printing 84.00 Vice Chairman made motion to pay invoice, Secretary seconded. Motion passed without dissenting vote.

3) Travel expense voucher for Dorothea Knott. Vice Chairman made motion to pay, Secretary seconded. Motion passed without dissenting vote.

4) Software license agreement. Agreement is not signed and Board is not sure how to proceed. Vice Chairman volunteered to contact Dominion voting systems for more details.

5) VEBA memberships for Board members. Cost is 60.00 per Board member, 180.00 total for all three . Secretary made motion to pay, seconded by Vice Chairman. Motion passed without dissenting vote.

> Mrs. Daly informed the Board that the State was reimbursing counties for postage spent on mail in ballots . Heather will help the Board with reimbursement.

> Job Description for Registrar's position listed on the County website was reviewed for the Board by the Vice Chairman;

1) Salary \$75,135.00

2) Deadline for applications is January 14th

3) Resumes and cover letters for applications need to be sent to ; Charlotte County Electoral Board, P.O. Box 118, Charlotte Court House Virginia, 23923

4) Resumes and cover letters can be emailed to ;charlottecountyvotes2022@gmail.com

> Vice Chairman reviewed the job description for the Board. Secretary wanted added that the Registrar keep a schedule of the days and times he would be at the office each month, and also that the Registrar not have any other businesses. Motion was made to accept qualifications with the changes suggested, Secretary seconded the motion. Motion passed without dissenting vote.

> Help wanted advertisement was read by the Vice Chairman for the Board to review. Vice Chairman made motion to approve the advertisement, Secretary seconded the motion. Motion passed without dissenting vote.

> Temporary Registrar's office does not have secure internet. Vice Chairman made motion that secure internet be installed at the temporary Registrar's office. Secretary seconded the motion. Motion passed without dissenting vote.

> Vice Chairman had a letter from Charlotte County Circuit Court that was addressed to the Registrar's office. The Board not knowing what the letter was for thought it should be opened at the open meeting for transparency. The letter was confirmation that Glenn Baker had been appointed to the Board. Secretary needs to file letter in the records.

> Public Comment:

Rebecca Daly / Voter Liaison for the Democratic Party - 1) the Board needs to allow Heather to review ways to save money .

2) She suggested a motion that certification of mailing be required on all absentee ballots mailed out.

3) Review and update VERIS information on Board members. Heather can help with that.

4) Audio of meetings be put on the website. Currently audio recordings need to be transferred to a flash drive at the administrative office.

5) Leave sheets for Registrar need to be reviewed by the Board before they are approved

Secretary made motion to adjourn, Vice Chairman seconded motion. Motion passed without dissenting vote. Meeting adjourned.