

The Charlotte County Electoral Board met 1pm Thursday January 6th, 2022 at the County Administration Building

> Present were ; Glenn Baker - Vice Chairman/ Acting Chairman, Glenwood Foster - Secretary, Rebecca Daly - Voter Liaison Democratic Party, Kenneth Townsend - Officer of Election

> Meeting was called to order

> Prayer by Mr Baker

> Pledge of Allegiance

> Minutes of the December 22nd meeting were read. Acting Chair pointed out that zip code for Charlotte Court House needed to be added to address for applications to be mailed to, and also that 2022 needed to be added to the email address for applications. Acting Chair made motion to approve the minutes with the two amendments. Secretary seconded the motion. Motion passed without dissenting vote.

> Reorganization of the Board; reorganization was postponed because Democratic representative was not present.

> Registrar's report ;

1) Secure internet has been installed at the temporary office.

2) Form 106 has been submitted to the state informing them of Glenn Baker's appointment to the Board. When the Board reorganizes form 106 will have to be submitted again verifying who is Chairman, Vice Chairman and Secretary of the Board.

3) The state has allowed access to VERIS at the temporary location.

4) All daily duties are being performed in compliance with code.

5) Electoral Board and Registrar's office information has been updated in the state system and Integra.

6) The statewide audit on VERIS access has been completed. There were 4 people in Charlotte County that should not have had access. The only person at the Charlotte County office that now has access is Heather Harding.

7) Board needs to make sure they are now receiving emails from the state.

8) reimbursement for postage paid for mail in ballots for June primary - paperwork has now been submitted for a reimbursement of \$203.00.

9) Heather Harding / Halifax Registrar assisting Charlotte county sought permission from the he board to respond to an email the Registrar's office had received from the Prince Edward County Registrar's office. The letter had been sent September of 2021 concerning voters that actually are Prince Edward county

voters ,but are in the Charlotte county street file system. Heather checked the Charlotte county street file system and found several voters in the Charlotte county street files that should have been in Prince Edward county. Heather asked for permission to contact the Prince Edward Registrar's office to clean up and update the street files.

10) Part time employee from Halifax county assisting in the Registrar's office when Heather is not there is willing to help Charlotte county as long as needed. Her paperwork for payment has been submitted to the county.

11) When allowed access to Integra Heather noticed the security plan for that was due 5/3/21 had not been completed. Board needs to find it and get it submitted to Integra

12) There is no information for vendor equipment in Integra for Charlotte county. After the new electronic poll books arrive information needs to be updated in Integra.

13) Voting machine information is not complete in Integra. Board needs to verify number of machines Charlotte county has.

14) Information needs to be sent to Attorney Generals office notifying of the temporary relocation of the Registrar's office. The Electoral Board needs to address the Board of Supervisors to update them on what actions have been taken. Secretary will try to get the Electoral Board on the agenda for the upcoming Board of Supervisors meeting next week.

* Acting Chair made motion that "Heather be given authority to work with Prince Edward county Registrar's office to clean up and update the Charlotte county street files," Secretary seconded the motion. Motion passed without dissenting vote.

* Acting Chair made motion that "Rachael Newby be approved to work as part time employee for Charlotte county until further notice. "Secretary seconded the motion. Motion passed without dissenting vote.

> The security plan for the Registrars office was discussed. The Secretary informed the Board that a form had been submitted to the state informing them that the Registrar's office was not in compliance. The Board had been told by the former Registrar that the state would offer assistance if that was done. Monica Elder addressed the Board about the security plan, and was informed them that the county is hiring a cyber security consultant from a grant the county has applied for. The Board needs to provide information for the Board member selected as a contact. Acting Chair suggested that the Secretary be the contact person for the Board.

> Financial report; December expenditures were covered in a previous meeting. Board has been made aware of an Officer of Election that was not paid for working early voting, and another Officer of

Election that had worked all day on Election Day but was paid for a half day. Dorothea Knott's travel expenses for the November election has been submitted to the Board of Supervisors for approval also.

1st Public Comment period;

> Rebecca Daly expressed disappointment that the Democratic Party representative had not been present at the last 4 meetings. Two of those were called meetings, one was a rescheduled stated meeting, the fourth this meeting. The Acting Chair is going to write her a letter to determine what needs to be done for her to be able to attend future meetings.

> Kenneth Townsend questioned if redistricting would change voting districts in the county. Board has no information about that yet.

NEW BUSINESS;

> Chair announced information about boot camp training to be held in Caroline county February 4th or 5th. Electoral Board members wishing to attend will vote on which day training will be held.

> Training at the Homestead in Bath county will be March 16th thru 20th.

> Officer of election lists need to be submitted to the Board 10 days before February 1st. The Republican Party list has already been submitted. The Democratic Party needs to submit their list. The party lists need to be posted publicly at the Registrar's office by March 1st.

> Applications for Registrar's position, deadline for applications is January 14th. Board has received four applications as of this date.

> Interview process for Registrar's position. Board discussed whether to interview all applicants or screen applicants resumes to determine which applicants to interview. Board will leave the question open until the number of applications received are determined. Board has assistance for a grading scale for the resumes which can be modified to the needs of the Board, and also a critique sheet for the interviews. The interviews will be at the temporary Registrar's office at 117 Legrand Avenue Charlotte Court House Va. Board will start interviews Monday January 17th at 6:00 pm.

* Acting Chairman made the motion that interviews be scheduled for Monday January 17th and Tuesday January 18th and possibly the 19th. Secretary seconded the motion. Motion passed without dissenting vote.

> Post Office mail certification for all ballots; Discussion about having certification of when mail in ballots are mailed out by the Post Office employees. This needs to be done to verify mail in ballots have been mailed out. Heather explained to the Board that when mail in ballot requests are received by the Registrar's office it is entered into the VERIS system and a mailing label for that voter is generated. At the end of the day the labels are printed and creates a certification of mailing. When the ballots are taken to the post office to be mailed out a postal employee inspects all envelopes to verify they match information on the mail certification sheet and confirms the accuracy of the information. The Post Office charges a small fee for this service. But the Board and Registrar's office is insulated from litigation if a voter claims his ballot was not returned in a timely manner or not at all. The Registrar can just drop the ballots off in a drop box and file a form that the ballots have been mailed out, but there is no verification that ballots have been mailed or date mailed by the Post Office. The former Registrar used this method.

* Secretary made motion that " on all mail in ballots mailed out a certificate of mailing fee be paid for each ballot to verify when each ballot is mailed out for ALL elections. Motion was seconded by the Acting Chair. Motion passed without dissenting vote.

> Discussion about the budgeting process; Board agreed to postpone budget discussion until the February meeting to allow input from the Democratic representative on the board. Board will have a called meeting the week of January 24th, on a date agreeable to the Democratic representative on the Board.

* Acting Chair made a motion that Heather Harding /Registrar for Halifax county help the Electoral Board with the 2022-2023 budget, and that a called meeting be held on the week of January 24th at a date agreeable with the Democratic representative on the Board at a location to be announced. Purpose of the meeting is to review the budget. Motion was seconded by the Secretary. Motion passed without dissenting vote.

> Heather pointed out that Monday the 17th is Martin Luther King day. In light of this information the Board decided to delay the interviews until Tuesday January 18th.

> Officer of Election payment for the November election; Discussed earlier in the financial report. One OOE was not paid for working early voting and another was paid for half a day but actually worked all day. Paperwork has been submitted for payment.

> Discussion about copy machine maintenance contract; Secretary needs to contact the Financial Director for the county for more information about the contract.

> Discussion about code requirements for Electoral Board member attendance at meetings; Acting Chair will contact the Democratic representative on the Board by letter to determine what needs to be done for her to be able to attend future meetings.

OLD BUSINESS;

> Software licensing agreement; Acting Chair contacted Jay Overby about the contract. He informed the Acting Chair that the Electoral Board needs to sign the agreement and send it back to them. They will in turn sign the agreement and send an invoice.

> Board received confirmation from Nan Colley/ Clerk of the Circuit Court verifying that Glenwood Foster had been reappointed to the Electoral Board.

> Two letters addressed to the former Registrar; Acting Chair will deliver the letters to the former Registrar. Secretary wishes to have no further contact with former Registrar.

> Acting Chair thanked Heather Harding/ Registrar for Halifax county for her help to the Board and County by insuring that the Electoral Board was in compliance with code and election laws during this difficult period. He also thanked Rebecca Daly for her advice and input resolving issues with the Registrars office.

> 2nd Public Comment period;

Rebecca Daly -

1) Asked if anyone had access to the old website.

2) The 48.1 filing by "The Five" will probably have to be addressed by the Chairman (Claudette Powell), and Secretary (Glenwood Foster) of the Electoral Board, as they were members of the Board when allegations occurred.

* Motion to adjourn by Secretary. Motion was seconded by the Acting Chair. Motion passed without dissenting vote.

_____ Glenn Baker/ Acting Chairman

_____ Glenwood Foster/ Secretary