

Charlotte County Electoral Board  
Meeting Thursday, April 7, 2022  
Minutes

1PM Call to order, by Chairman Glenn Baker

Members Present: Glenn Baker, Glenwood Foster, and Aubrey Fane

Prayer Mr. Baker

Pledge of allegiance Mr. Fane

Minutes from March 3, 2022 read by Aubrey Fane

Motion to approve, Mr. Foster Second Mr. Baker, Motion Approved 3-0

Registrar's Report Virginia Booth:

On March 28, the move to the official registrar's office began and on April the move was completed and the office became fully functional. Our thanks to Heather Harding for her assistance.

On March 25, the registrar attended the Regional Registrar's meeting.

On March 30, the registrar attended the Board of Supervisors work session on the budget. The BOS preliminarily approved the EB budget with adjustments as follows:

1. approved the purchase of one laptop computer for the EB secretary instead of three for the EB, and,
2. approved the purchase of two new computer monitors for the registrar's office instead of four.

The registrar also reported an update on the delivery of the new printers which will hopefully ship in two weeks from Dem Tech.

Monday April 11<sup>th</sup>., at 1pm Jay Overby of Atlantic Election Services will be at the office to update the security software on the voting machines.

The registrar stressed the importance of the following dates:

1. April 12<sup>th</sup>. - The deadline for the filling for candidates in the Democratic Party Primary.
2. April 29<sup>th</sup>. - Notice of Primaries Published.
3. First week of May- Mailing of mail in ballots
4. May 6<sup>th</sup>. - First day of early voting which runs through June 18<sup>th</sup>., with the exception of May 30<sup>th</sup>., Memorial Day holiday the office will be closed.
5. Saturday June 11<sup>th</sup>., - In person early voting at the CAP precinct, through Saturday June 18<sup>th</sup>. At 5pm.

Update on Bacon/Saxe Polling Place: Mr. Fane reports that the congregation at Shiloh Baptist Church has voted to over rule the Trustees and grant permission for the EB to use the

Fellowship Hall at Shiloh as a permanent polling place. Mr. Foster suggest that we postpone the final decision on this in light of the passage of HB195 which extends the limit a polling place can be located outside a district from one mile to a mile and a half. This will allow us to use the new firehouse in drakes Branch which is more central to the Bacon / Saxe district than Shiloh which is located at the extreme end of the district, creating a thirty-mile drive for voters at the other end of the district. Using Drakes Branch would save money by having two polling places in one location and will require a waver from the BOS to go out of the district. After brief discussion the matter is continued for further consideration.

Officer of Election Training Up-date: Registrar reports she has received 22 answers of the 30 sent out. We have enough confirmed workers for the June primary if we have it. The registrar will prepare an outline of the training material for the next meeting when we will make the poll assignments.

Budget Up-date: The county budget is progressing along the normal process. The EB budget is part of the county budget and has been adjusted as reported in the registrar's report.

Public Comment: Kenny Townsend of Drakes Branch commented on OOE training that the former registrar had a very good video on the paperwork in the OOE election day packages. He thinks it would be an excellent training resource. And the election day guide for OOE has to be up-dated. No further public comments were made.

Complainant Received: Chairman Baker reported a complainant has been received from White Oak Grove polling place in regards the unsatisfactory condition the fellowship hall was left in after the November election. Chairman Baker called the complaining church member to assure her that the EB would look into her complainant and that we will use the issue as a training subject, for poll workers and to remind EB members of our responsibility to return to their proper place any items we move to setup the polling place, (tables and chairs etc.). We can create a check list of things to be done at the close of the election.

Polling Place Accessibility Check list: Mr. Hess, the building inspector, with Chairman Baker visited each polling to assess the location's handicap accessibility. Mr. Hess will prepare a report for the EB.

Polling Place Use Agreement: At present we do not have any documentation of permission to use, with the owners of polling places, or stating who is responsible for what as regards the election and its preparation.

Primary Election Notice: will appear in the press two weeks in a row and on the county, web site two weeks prior to the election.

Primary Ballot Design and Printing: Jay Overby with Atlantic Election Services is the printer who normally prints the ballots. After we know who is on the ballot, we submit that to them and they will give us several options. After we make our choice, it goes to the state Board of

Elections for their approval then to the printer for printing. We estimate 40% of a full set of ballots as we will need a full set for a primary involving only one party, at a cost of 25 cents per ballot. We budgeted for 28 cents.

Redistricting Up-date: The registrar reports that our Congressional and Senate district lines will not change so the June deadline does not apply. Our only changes are to our local supervisor and school board lines which we hope to have completed by late summer. There are no concerns about the primary. Nothing changes before then and no new voter ID cards need to be issued for the primary.

Cyber Security: The registrar reports Assure will arrange a meeting with ITG, (the IT company), and the EB to bring us up to date as to our cyber status. A discussion regarding the EB's responsibility for cyber security ensued. It is established that the EB is responsible for maintaining cyber security of the office and its records, computers, and the elections. We will revisit this issue on an ongoing basis.

Voting Machines and Security: On April 11<sup>th</sup>. The voting machines will be up-dated with new security software by Atlantic Election Services. Board members will be present as required as observers. This will not be a meeting. The representatives of both political parties are present and notified.

Member Comments: Mr. Fane acknowledged the good work of Mr. Eugene Wells and Mrs. Claudette Powell is securing Shiloh Baptist Church as the permanent polling place for the Bacon/Saxe voting precinct.  
No further member comments.

2:16 PM Motion to adjourn By Mr. Fane, Second by Mr. Foster. Approved without objection.

\_\_\_\_\_ Glenn Baker, Chairman

\_\_\_\_\_ Glenwood Foster, Vice. Chairman

\_\_\_\_\_ Aubrey Fane, Secretary