

Memorandum for Record

Date: March 28, 2022

Subject: Appointment of the New Kent County General Registrar

The New Kent County Registrar, Ms. Karen Bartlett, will retire effective March 31, 2022.

Hiring Process: The process to announce, interview, and appoint a replacement registrar was conducted from March 1st through March 25, 2022. New Kent Human Resources placed a job announcement on the County's website, collected applications, and forwarded the applications, along with resumes, to the current Registrar. Candidate interviews were conducted between March 17 through March 24, 2022, via digital conferencing.

Interview and Review Process: All nine candidates' applications and resumes were reviewed by each of the Electoral Board members prior to the interviews. Each candidate was interviewed by the Electoral Board members on a conference call. After the interview, the Electoral Board members discussed the merits of the candidate.

Selection Process: After the completion of the interviews, the Electoral Board met via conference call on the afternoon of March 25, 2022, to decide on the best qualified candidate to be appointed the New Kent County Registrar. The appointment decision by the Electoral Board was based on the interviews with a focus on applicable experience described in the candidate's resume and follow-up discussion during the interview. All three Electoral Board members agreed that one candidate was the most highly qualified for the job of New Kent County Registrar. The candidate appointed was P. Simone Thornton.

Selectee Information: Ms. P. Simone Thornton currently serves as the Assistant Registrar of New Kent County. On March 25th, Charles Moss, Chair, New Kent Electoral Board verbally offered the job of New Kent County Registrar to Ms. P. Simone Thornton. She accepted.