

The County of New Kent Electoral Board met on Friday, July 28, 2017 in the office of the General Registrar in New Kent. Chairman Moss called the meeting to order at 3:00 p.m. with all members present. Mr. Kenneth C. Moore has resigned as the Secretary of the Board due to health issues. A copy of his resignation letter to the Judge has been attached hereto and will be made a part of these minutes. In an open meeting on Wednesday June 14, 2017. Mr. Winson agreed to serve as Acting Secretary for the Electoral Board of New Kent County

Charles E. Moss, Sr.	Aye
George B. Winson	Aye

.CLOSED SESSION: Mr. Winson moved to go into Closed Session pursuant to Section 2.2-3711A.1 in order to discuss the Annual General Registrar’s Performance Review in accordance with Section 24.2-109.1of the Code of Virginia. The members were polled:

Charles E. Moss, Sr.	Aye
George B. Winson	Aye

The motion carried. The Electoral Board went into closed session.

Mr. Winson moved to return to open session. The members were polled:

Charles E. Moss, Sr.	Aye
George B. Winson	Aye

The motion carried.

Mr. Moss made the following certification:

Whereas, the New Kent County Electoral Board has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

Now there be it resolved that the Board hereby certifies that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

The Chairman inquired whether there was any member who believed that there was a departure from the motion. Hearing none, the members were polled on the certification:

Charles E. Moss, Sr. Aye
George B. Winson Aye

BUDGET DISCUSSION: The Registrar and Chief Assistant was called into the meeting after closed Session which ended at 4:30 p.m. Mr. Moss stated that the ELECT Training in June had some useful information but at the same time concerns came up in regards to procedures for Election night and Election Canvas on how each locality does something different. In some localities the Clerk of Courts stays in the Registrar’s office to get the envelopes for the Clerk. The majority of localities turn the envelopes in on the next day to the Clerk of Court after the Canvass meeting. Ms. Bartlett mention to the Electoral Board that a bill had arrived for the June Dual Primary Ballots and she was told by Mary Altemus, Director of Financial Services that our Budget was over spent by \$16,479.84 in addition to that amount I have received the ballot invoice for \$3,087.37. I was asked to prepare the purchase order for the invoice in that amount since it was over \$2,000. Ms. Altemus suggested to the Registrar that she should get the Electoral Board to produce a letter requesting additional funds to pay /help with the cost. Mr. Moss said that he would ask Mr. Hathaway, County Administrator for a meeting to resolve this issue immediately. Mr. Moss and Mr. Winson both agreed that going forward that we should include in our fiscal year budget plans for two Primaries. At least \$15,000. Each primary election. Also the Board will give us the amount of ballots to order unless a different amount is noted by the Department of Elections.

Charles E. Moss, Sr. Aye
George B. Winson Aye

ADJOURNMENT: Before the meeting adjourned at 5:30 p.m., it was decided that Chairman Moss would contact the County Administrator, Mr. Hathaway to attend the next meeting discuss the FY17 Budget before Mr. Winson leaves to go out of town next weekend. Mr. Moss will advise the Registrar so that proper posting will be in accordance with the law.

Charles E. Moss, Sr. Aye
George B. Winson Aye

Secretary

Chairman

Date Prepared

Vice-Chairman