

The County of New Kent Electoral Board met on Thursday, August 3, 2017 in the office of the General Registrar in New Kent. Chairman Moss called the meeting to order at 4:00 p.m. with all members present. Chairman Moss had also invited the County Administrator, Rodney Hathaway, along with the Registrar and Chief Assistant Registrar.

CONSIDERATION OF MINUTES: Minutes of the Boards previous meetings, having been sent to the Board members for review were approved and signed. Motion was carried and members were polled.

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

DISCUSSION OF FY17 BUDGET: Mr. Moss asked the Registrar for comments. Ms. Bartlett told Mr. Hathaway that the Registrar's Office has overspent as of this date by \$16,479.84 according to the Finance Director, Mary Altemus. Concerns came up when a bill for the June Dual Primary ballots was submitted for payment last month. That amount was \$3,087.37. A purchase order had been sent over to Finance along with the invoice for payment. The question came up as far as where were we transferring funds from to pay the invoice. It was suggested to have the Electoral Board send a letter to Mr. Hathaway for help to justify this amount to the Board of Supervisors. Our Office never know of a Primary until after the Budget has been discussed and approved, Mr. Moss stated that we usually let the County Administrator know in the departmental budget review meeting in January that there is a possibility of a primary, which was done. Also in past Primary Elections, the State has usually reimbursed the locality by at least 65% of what was spent for that Primary. The localities have been reimbursed from 2011 thru 2013. This year Ms. Bartlett was informed by the Fiscal Director Kevin Hill for the state Department of Elections, that that would not be the case this year for the Dual Primary held in June. Ms. Bartlett went on to explain that after the November 2016 Presidential Election our department was already approximately over spent \$5,000 in staffing, (Officers of Election) and close to \$1,000 in postage/ postal services. Due to the high demand in this election. The registrar had asked prior to the General Election in September for help with hiring 2 part-time people for the absentee process since we were going to be short staff for the 45 day period of absentee voting. That was approved and taken out of contingency. We did not go over budget there. It was in having extra officers in each polling place and paying Chief and Assistant Chiefs to attend an extra training to prepare them for the new software introduced this election for the laptops. Mr. Moss did make mention that the Registrar did tell the Chiefs and Assistant Chiefs that they were not going to get paid for the extra training but that the Board members felt that anytime we ask an officer to give up their time to come in and attend a training

that they should be compensated or we may start losing Chiefs and Assistant Chiefs. Mr. Moss said that a lot of our reactions are based on what the State Board of Elections recommend us to do as far as ordering ballots for elections. He also mentioned that sometimes what they recommend gets us into trouble. We need to hold elections based on our terms or our experience. The Board members decided that going forward with after discussion with the County Administrator that we will now include in the County Departmental Budget review funds for two primary elections along with the General Election for every year.

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

Mr. Hathaway also mentioned that he would work on getting the invoice paid to PrintElect for the June Dual Primary ballots in the amount of \$3,807.37. Ms. Bartlett told him that Finance already have the purchase order request. He also mention that he would work on having the request for the additional funds put on the agenda for the September 5, 2017 Board of Supervisors meeting at 6:00 p.m. Mr. Moss plans on attending that meeting for support. Mr. Moss also stated that we would like to follow the personal policy that the county has on file for Travel, lodging, taxable fringe benefits, etc. Mr. Hathaway said that he would send a copy to Mr. Moss per his request because there has been some changes in the policy manual. Ms. Thornton asked the question as far as when charges are made is there a notice of some type sent to the employees automatically so that we can update our office manual and so that we are aware of any policy changes. Mr. Hathaway said he thought that it was but he would check into that to see how and where it is posted. Next year when the budget request comes up, Mr. Moss said that we will present a working budget to the County Administrator. Somethings we realize that we cannot get out of, like attending the once a year mandatory training sponsored by the Department of Elections (ELECT). We want to work well with the County. Ms. Bartlett asked the Board their intent with the Electronic Poll Books. To go with ELECT (State Board), now that they are certified? Or to continue with Advocate? The Board agreed to go with Advocate. Mr. Winson stated that he really got a good feeling from the officers of Election in November. They felt confident with the software and he felt that we should stay with Advocate at least throughout this year. The cost of the software for Advocate is \$35.00 per machine after some of the other localities use it first, then we may consider going back to the state software at no cost. Members were polled.

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

Mr. Hathaway excused himself and the Board continued to conclude their meeting.

ADJOURNMENT: Acting Secretary / Vice Chairman Winson moved to adjourn the meeting at 5:00 p.m. The members were polled:

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

Secretary

Chairman

August 10, 2017

Date Prepared

Vice-Chairman