

The County of New Kent Electoral Board met on Wednesday, March 20, 2019, in the office of the General Registrar in New Kent. Chair Moss called the meeting to order at 3:41 p.m. with all members and Registrar and Chief Assistant present.

CONSIDERATION OF MINUTES: Minutes of the Board's March 1, 2019 meeting having been sent to the Board members for their review were approved and signed. Motion was carried, members were polled.

Larry L. Reynolds	Aye
Charles E. Moss, Sr.	Aye
George B. Winson	Aye

DISCUSSIONS ON THE FOLLOWING TOPICS FROM AGENDA: **Election Officer from the Federal Registry being able to work at the Polls:** More information will follow once confirmed in writing from the County Attorney/ County Administrator. The Department of Election guidance is attached and will be made a part of these minutes.

Reviewing Security Plan on Voting Equipment: Chairman Moss contacted the County Administrator to find out how much longer we would be able to use the band room at the school. He was told that Parks and Recreation will be looking to renovate that building in the next two months. The County Administrator offered to purchase our office a climate-controlled shed to store the equipment, approximately 400 x 600 square feet. Once that is purchased, in the next two months. prior to the June 2019 Primary, we will be able to put the booths, ballot boxes, election signs and tables in the storage shed and continue with our security plan as we had arranged in 2013 when we moved over in the Health & Human Service Building. The M100 and Automarks have always been kept in this building under lock and key. We will purchase what ever we need to make sure the unit will be climate controlled. Also, we need a surveillance camera like the one we have in the Registrar's office. The Unit will also be in a secured lot in a secured area near our office. The Vice Chair and Secretary asked about our maintenance service contract with E.S.&S. As far as seeing the demonstration from their Representative, Tyler Links, the Board agreed that they would contact him after the Primary and hopefully before the November Election. Another concern was if there would be a warranty, when does the

equipment expires, if the Board can renew the contract and if we would be able to get a volume discount on equipment. The Registrar told them that she did have the contract saved on her computer in a PDF file because Finance was always asking for a copy whenever we would purchase equipment. The Board members asked the Registrar to send them a copy of the maintenance contract with ES&S. **Office of Election Increase pay:** Chairman Moss agreed that the Electoral Board Budget may have some funds that they never use to get the money from to increase the Election Officer pay by the next Election. Vice Chairman Winson asked if it would be possible to announce this at the next training session after the Registrar contact the fiscal officer for the County, Larry Clark, to see where we may be able to get ALL the funds requested. The County Administrator sent an email to the Registrar which was copied to the Board members with this statement: **Please be advised that if the EB is unwilling to utilize their budgeted funds to increase the pay of the election workers. The EB will have to make a request to the Board of Supervisors for additional funding. The Board conducts work sessions on the last Wednesday of every month, please let me know when the EB would be available to meet with the Board.**

Chairman Moss said that he would rather ask for funding for the newer equipment than to ask for money that we could probably find in a line-item in our budget. The Chairman stated that he knew of funds in their line item of Travel & Convention that they never used. The Registrar told him that Finance recommended that \$500 of that money be moved to an account to pay for additional voting supplies that were purchased during the last November election to cover the cost of extra heavy-duty lights that the chairman wanted to purchase because of inclement weather that was happening during the last election. The Board may have \$450 in that line item now. **Concerns:** The Registrar asked if the Board had an idea on the number of ballots, they would like to order for the June Primary. Discussion on who would be running for what offices in the County local elections was talked about. We know Orders have been called for Democratic Primary for the House of Delegates. A dual Primary for the Senate Seat and for certain local

offices in New Kent County. The Board agreed on 30% of ballots to be ordered but may make a change after the political party deadline on March 28 for June Primary Candidates are confirmed for the local offices. Motion was made, members were polled:

Larry L. Reynolds	Aye
Charles Moss	Aye
George Winson	Aye

MEETING / TRAINING DATES: The next meeting will be on Tuesday, April 23, 2019 at 3:30 p.m. to designate Officers to work in the June Primary Election. Training Meeting is scheduled for Tuesday, May 21 with a rain date of Thursday, May 23, both at 6:30 p.m. at New Elam Church. Chairman Moss will be in contact with County Administrator about our new storage space and the Church. The Registrar told the Chairman that she thought the way he / The Board conducted trainings last October at the church was very good. Having the break-out session. The Board agreed to have the demonstration on new voting equipment after the November Election this year. The Registrar will contact Tyler Links but also reminded the Board that he would be available at the June ELECT training in Chesterfield. For them to visit ES&S table at the Doubletree Hilton June 24 – 26, 2019.

ADJOURNMENT: Charles Moss moved we adjourn meeting at 5:30 p.m.; motion was made by Vice Chairman Winson and seconded by Secretary Reynolds; motion carried:

Larry L. Reynolds	Aye
Charles E. Moss, Sr.	Aye
George B. Winson	Aye

Secretary

Chairman

April 10, 2019

Date Prepared

Vice-Chairman