

The County of New Kent Electoral Board met on Thursday, September 3, 2020 in the large conference room in the Health and Human Service Building due to Covid 19 outbreak and practicing social distancing, in New Kent. In attendance were Electoral Board members Chairman, Charles Moss Sr., Vice Chair, William Jeffries, Secretary, George Winson via County cell phone, Chief Assistant, Simone Thornton and Karen Bartlett, Director of Elections. The meeting was called to order by Chairman Moss at 1:45 p.m. After our meeting ended, we were joined by the County Administrator, Rodney Hathaway, Human Resources team, Karen Wiscott Director and Elizabeth Fordham, Resources Specialist.

CONSIDERATION OF MINUTES: Due to the Coronavirus Pandemic and Government County Offices Closure since March 16, 2020, previous minutes may not have been sent, therefore have not been approved at this time.

CONCERNS BY OFFICE STAFF AND BOARD MEMBERS: In the June 2020 Primary the Catholic Church told the Registrar office exactly 2 weeks prior to the date change for the June 23, 2020 Primary. They were notified May 5, 2020 but did not hear back from the Catholic Diocese of Richmond until that time. They told us that we could not use the inside nor the outside of the Church. We were trying to find another location for the Quinton Precinct in case we had to make another last-minute change for the November General Election. Building must be at least in district two or no more than one mile outside of the district line. Possibly – Quinton Community Center again but it will be entirely too small for the November Presidential Election. Definitely no parking space there

Corona virus numbers are still climbing and we have lost one Officer of Election to the virus along with a couple of their family members. At this point we have approximately eighty people that have taken their oath of office to work at the polls, which will be more than enough and only IF every one still feels safe in working. The Lock over at the band room for our equipment had been broken again for Parks and Recreation to get something out of another room that is behind where we store our ballot boxes and signs.

Chairman Moss will purchase 3 locks with 3 keys. We have been in contact with the

Superintendent of Schools about possibly holding a “Train the Trainer” Session in the school (Social distancing for the Chief and Assistant Chiefs) High School Cafeteria or the Auditorium. Kelly Lowe is due back from being stuck in Hawaii since the end of April, 2020, Due to Covid 19. If the Governor of Hawaii doesn’t cancel their plane schedule again, she should be back on September 14, 2020. Will check with Tyler Links with PrintElect on the New DS200 Voting Machines and Express votes for ADA compliant that the County purchased mid-August for Elections because the State required all localities to be in compliance. We were the last locality to do so. We will see when they will arrive, and if it would be before early voting begins September 18 or 19th (45 days prior to the Election Date, November 2, 2020. But Logistic and Accuracy Testing (L&A) will have to be done first to test the ballots. If the machines are not tested which is requires by law then we will handle early voting the same way we have in previous years. No application is required to vote early any longer so we will need to keep a list of everyone that votes early on a paper hand written poll book that will be use in the early vote precinct on Election day. Also, it will be a way to know who has been in The Early Vote Precinct will be in the large conference room in the Health and Human service building for the forty-five-day period leading up to election day. The Board agreed to assigned at least two CAP teams which would be six officers working for that period staggered days. The Board want to make sure that no one comes back to our office space and that everyone is handled in the early voting precinct and maintain 6 ft. apart for social distasting. With only two people allowed in the room at one time. No more than 6 people at one time following the recommendations from the C.D. H.D. Chairman Moss have spoken with them for specific guidelines for our office. The L&A testing will be done once we have a firm date from out trainer with PrintElect and hopefully will be able to be done at the training of the Officers of Elections, Staff and Electoral Board members. The Officers of Election will talk on a Zoom meeting on Thursday, September 17, 2020 to discuss any concerns about this Election at 7:00 p.m. The first training session for all the officers is set for Saturday, October 3rd at 9:00am Subject to change, pending PrintElect service schedule.

At Approximately 3:00pm The Human Resource Director, Assistant Specialist and the County Administrator joined our meeting with certain allocation about one of our Chief Officers of Election that had recently visited their office: Chairman Moss moved the meeting into a Closed Session to discuss.

CLOSED SESSION: Chairman Moss moved to go into Closed Session to discuss the Chief Officer of Elections performance review and review code of conduct of the Officers of Elections i.e.; County Employees Pursuant to Section 2.2-3711A.1 (personnel) Section 24.2-106(1) of the Code of Virginia. The members were polled:

George B. Winson	Aye
Charles E. Moss, Sr.	Aye
William M. Jeffries	Aye

The motion carried. The Electoral Board went into closed session with the General Registrar.

Mr. Moss moved to return to open session. The members were polled: The motion carried.

George B. Winson	Aye
Charles E. Moss, Sr.	Aye
William M. Jeffries	Aye

The motion carried.

Chairman 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;

The members were polled: The motion carried.

George B. Winson	Aye
Charles E. Moss, Sr.	Aye
William M. Jeffries	Aye

In a meeting that was held on Feb.19, 2019 with the County Administrator, Human Resources Director and the Electoral Board members only, there was a discussion about I-9 and County Employees. The Board was told at that time that All Officers of Election must also abide by the Virginia E. E. O. to provide everyone officer of Election with I. D. and that Identification form as proof that they have provided proof that they are Citizen and are able to work in the United States. However, during that discussion employment applications, and back ground checks were discussed and the county allowed 109 employees that had been working of serval year (10+) that they did not have to have background checks nor applications. It was believed that the previous staff in Human Resources and possibly new staff may have put things in boxes and not in personnel folders as they are trying to do thing properly going forward. During that meeting we think that some things may have been misconstrued. Officer of Election now, going forward must have an Employment application completed and reviewed by our office, background check requested by the Registrar or Chief Assistant. and have an I-9 on file along with a job offer letter from the County Administrator and complete tax forms through H. R., even though they may not make or have to file if they make under \$600. A year.

THE PRECINCT DESIGNATION LIST: The designated precinct officers for the November 3, 2020 Election was made. The list will be attached here to and made a part of these minutes. Motion was made and members were polled.

George B. Winson	Aye
Charles E. Moss, Sr.	Aye
William M. Jeffries	Aye

ADJOURNMENT: Chairman Moss moved to adjourn the meetings at 4:15 p.m. Vice Chairman Jeffries seconded. Members were polled.

George B. Winson	Aye
Charles E. Moss, Sr.	Aye
William M. Jeffries	Aye

Secretary

Chairman

Vice-Chairman

Date Prepared
March 10, 2021