

Augusta County Electoral Board Meeting
Augusta County Government Center
Registrar's Office Board Room
July 6, 2017

The meeting was called to order at 9:03 a.m.

Cliff move to approve minutes of the May 26 meeting. Ruth seconded and the motion was approved unanimously

Connie reported updates are being processed to National Confirmation of Address status, which requires checking and updating VERIS to be sure addresses are correct and voters who have moved are placed on an inactive status and/or cancelled depending on specific circumstance. Connie explained the Registrar's Office and ELECT responsibilities on maintaining updated voter registration rolls.

Connie reported that John Geary inquired if he needed to file paperwork since he will spend less \$1,000 and does not plan to actively campaign. The inquiry was forwarded to ELECT – no response yet. Connie reminded the board that following the election candidates have to file finance reports if they spend more than \$1,000.

Cliff moved to appoint Nancy Trantham Poe and Jimmy Almarode as officers of election to terms concurrent with the current terms of officers. Ruth seconded the motion and it was approved unanimously.

Connie reported to changes in processing payment invoices for officers that helped shorten the time that checks are mailed. Also, a number of officers elected to utilize direct deposit.

Discussion on American of Virginia's first time of moving election signs and equipment and placement of the doorbell sign/button, blue tape markings, and handicap parking signs. We need to emphasize the precise placement of signs/bells and on placing all handicap signs even if it seems to not be needed. Tom discussed the placement of the bell at SDE and the parking sign at Lyndhurst. Cliff discussed Cedar Green which is a new polling location. Overall, the movers did a great job for the first time with only minor issues to be resolved.

Recommendations for November:

- With several potential access roads, Cedar Green needs four additional signs directing voters from Cedar Green Rd, Buttermilk Springs Rd, and the school driveway to the polling place entrance.
- A cone for a water fountain at Greenville.
- Buffalo Gap needs two wooden "Vote Here" signs, one for each driveway.
- Mover should not place any of the "Vote Here" or "No Campaigning" signs on the wire hoops outside – should all be placed with the ballot bin and officers will place these signs on the morning of the election.

The board discussed uninterruptible power supply (UPS) for each precinct. Connie will be sending new requests to facility owners for polling place info and include a question about the availability of UPS at each. For locations without UPS we will explore the purchase of UPS backup.

In November, ballot bins will have red seals on the rear latch – chiefs will remove seal to retrieve ballots and seal will be placed in envelope 7. Chiefs will have all passwords on their name tag/lanyard.

The board discussed having chiefs texting voter turnout at 10:00 a.m., 2:00 p.m., and 5:00 p.m. to the office to monitor ballot usage and make adjustments if needed.

Training – more discussion to follow, but Cliff emphasized that we need robust training on use of the OVIs. Connie is planning five hands-on training sessions for chiefs and assistants in September, no more than 10 people at each, hopefully chiefs and assistants at polling place can come together. It will be a mock precinct setup from setup to closing the polls and completing the SOR. By consensus the board asked Connie to proceed with planning these training sessions.

Regarding take-a-ways from the ELECT training conference, Cliff asked about the cyber security training for staff with VERIS access. There is also training available for military and overseas ballots. He suggested that the ballot log be attached to the SOR – the Board concurred. Suggestion about ordering field guides from CivicDesign.org – office has two copies already for future review. The Democracy Works system for tracking absentee ballots between our office and the voter we will investigate more fully. The board discussed our procedures for provisional ballots in light of the presentations at the ELECT conference – we believe our current procedures are best practice to enfranchise all qualified voters.

Tom moved and Ruth seconded that we renew the Demtech electronic pollbook contract for one year. The motion passed unanimously. The contract is in the hands of the county attorney.

Crimora and Dooms precincts are moving to the new Cassell School. The presentation to the Board of Supervisors is July 26. After the ordinance approval, we will notify ELECT for approval and will update VERIS. Letters to voters should be mailed by the end of August; must be done by 15 days prior to the election. Ruth and Cliff will be meeting with the principal and chiefs to tour the new facility.

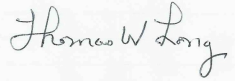
The board discussed joining the Board of Supervisors booth at the county fair to demonstrate the new voting equipment. Connie will coordinate our participation with the county administrator's office.

The board discussed officer staffing for the November election. We are in agreement that having separate pollbook and ballot officers is the best practice.

At 12:00 noon the board went into executive session for personnel matters and the Registrar's annual review. The executive session ended at 1:02 p.m. Board members were polled and each certify that the only matter discussed was personnel and the annual review.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Thomas W. Long". The signature is written in black ink on a light-colored background.

Tom Long, secretary