

Augusta County Electoral Board
Approved Minutes of Meeting
August 6, 2019
General Registrar's Office, Augusta County Government Center

- I. Call to Order. The meeting was called to order at 9:00 am. Present were: Cliff Garstang, Chair; Marcy Reedy, Vice-Chair; Georgia Alvis-Long, Secretary; Connie Evans, General Registrar; and Robin Moyer, Chief Deputy Registrar.
- II. Approval of Minutes of Previous Meetings. Marcy moved to approve the minutes from the June 27th meeting. Cliff seconded the motion, which was approved unanimously.
- III. Registrar's Report.

A. Write – in Instructions.

Connie stated that Matt, from ESO, had been notified by ELECT that the write - in instructions on the ballot needed to be modified. Although it is not mandated, ELECT is recommending that the word "qualified" be deleted from the instructions. Matt has gone ahead and made the modification. Connie explained to Matt that we would be meeting today and she would bring this change before us to see if we were all right with before it became final. Cliff asked if she knew why ELECT had made the decision to delete the word. She stated she did not. Connie, then, showed us a ballot where the proposed deletion had been made. Discussion ensued as to what the definition of "qualified" might actually mean to a voter in this particular context. After much discussion, Marcy moved to accept the recommended modification. Georgia seconded the motion, which was unanimously approved.

"Special Election" in the office title.

Connie brought to our attention that on the ballot the Clerk of Court is a "Special Election" but in the office heading this is not reflected. She checked with Matt and he said that the addition is optional. If we decide in favor of doing this, then, we would want to include it to the Beverley Manor BOS heading as well. Discussion ensued, with points made, that the additional words might be confusing to the voter and on the ballot those 2 particular offices already contain the words "to fill the unexpired term". Connie, also, pointed out that at the top of the ballot it had the title General and Special Elections. Cliff moved to not make the addition to the office heading. Georgia seconded the motion, which passed unanimously.

B. Applicants for FT/PT position.

Connie informed us that she had run an ad for the PT position for 2 weeks and only received 3 applications. It will be run for an extra week. With it just being Tuesday, she hasn't had the chance to check to see if any others have come in yet. Her thought is that if she hasn't gotten a good number of applicants to choose from then she will leave the position open until filled. Connie voiced that she would like to see the County advertise the job opening more than just on its website. She had posted the position on her personal Facebook page and encouraged us to spread

the word as well. Marcy suggested that we all email our Chiefs to let them know about the job opening. Cliff and Georgia agreed. Connie reiterated that the ad is on the County website and it could be share easily that way. Cliff asked Connie if she had a back up plan if the position wasn't filled soon. She stated that, for the time being, her current staff would be able to juggle their schedules to accommodate the workload with hopes that this would only be a temporary measure.

C. Mail Survey.

Connie provided us a handout regarding the mail survey, which she had submitted to Mr. Bell yesterday. The handout showed the type of mailbox used; the dates they were mailed out, stamped, and received; and the Regional PO. Cliff asked Connie to walk us through it. Connie stated the first 6 were mailed from a home residence throughout the County/City. The last 6 were done by different County/City post offices. The date mailed was when we mailed it. The date stamped was what the post office does when they mail out a letter. The date received was when we received it back here in the office. They all funneled through the post office in Richmond. Connie did not feel that it took long at all to get them back. Cliff noted that the worst turn around was 4 days. Connie stated she is not sure what Mr. Bell's plans are with all of this but with his findings he will, more than likely, reply to everyone that participated.

IV. Continuing Business. Cliff asked Connie if there was any news from American of Virginia and her answer was "No". Connie stated that at one time we had said we wanted to meet with them before the next Election and did we still want to do that. Cliff agreed that it would be a good idea. Connie said that she had not heard anything from the DOJ but that did not necessarily mean anything. Candy has 90 days to file her report. Georgia asked Marcy if she had heard any more from Ridgeview in regards to their concern about signage not being picked up in a timely manner and her reply was "No". Cliff stated he had not yet had the opportunity to draft the letter to the political parties and committees about this but that he would get it out to us as soon as he could for our review.

V. New Business.

A. L&A Testing.

Connie reported that CAP testing has been scheduled for September 17th at 9am. Absentee voting begins on September 20th. Georgia voiced that she would be out of the state from the 10th -17th and, therefore, would not be able to attend. Cliff said that he and Marcy would be all right as it was only one testing; however it would take about an hour because there are 12 ballot styles. Connie stated that only one Board member was actually needed and that Jerry would be here too. All other precincts are set for October 17th at 9am. Cliff stated that he had a prior commitment for that date but he might be able to rearrange his schedule. Connie and Cliff will work together on trying to find a compromise date if needed.

B. OE Training dates.

Connie reported that she had 4 training dates scheduled, Oct 21st, 22nd, 28th, and 29th at 6pm. She stated that if we thought we needed more than 4 training sessions that we could always double up and hold 2 on one day. The consensus was that we would need at least 4 sessions and we could use Connie's idea of holding a few at 4pm and another one at

6pm if it was warranted. More on this matter will be discussed later in the meeting.

C. Names of OE by September 27th.

Cliff stated that we needed to get Connie the names of our Officers by September 27th so that she could mail the letters out the first week of October. Cliff asked Robin if she would, please, email his whole OE list to him. Robin stated that she would be glad to and that she would email Georgia's and Marcy's as well. Cliff said that we should start contacting our Chiefs and Assistant Chiefs first in order to get their confirmation that they would be available for training and Election Day. We would then move on to fill our precincts. Discussion ensued, again, about training dates and times. New OEs may need a separate training session, which could possibly be on one of the double up dates. A, potential, day session was considered as an option to just having them in the evening.

D. Percentage of Ballots.

Cliff reported that Connie had a visit from Timmy about over buying ballots. We need to keep in mind that each ballot does cost 25¢ so we need to be sure that we don't ask for more than we actually think we need. His thought is that the turnout could be around 40 - 50% but that this election might be really hard to judge since there are 12 ballot styles. Cliff shared with us a copy of what the ballot styles are. They show what the Magisterial Districts look like and the precincts within them. Marcy asked Cliff if he would email this to each of us and he agreed. Connie returned to the room after she had gone to check the percentage of the 2015 turnout, which she reported was approximately 41%. Marcy asked if there was a breakdown where it might have varied by precinct. Connie's reply was that in looking at the spreadsheet she used it showed how many registered voters we had at that point and how many actually came in to vote, which is where she came up with the 41%. Cliff brought up the question that since there is no Board of Supervisor or School Board race in Middle River or Pastures would the turnout be lower there and then less ballots might need to be ordered for those precincts. Connie mentioned that in South River there is a Board of Supervisor race but there is no one on the ballot for School Board, except a place for a write - in. Connie stated that she didn't need to know the number right away. Cliff asked if ELECT would make a recommendation and Connie said that they would probably ask that we just look at our previous like elections to get a total, except we had touch screens back then. She would be fine if we could come up with a total in a couple of weeks, however, we could go with a CAP percentage right now and then we can do a separate order for the November election. Cliff asked if it cost more to order them separately and Connie said "No". Cliff gave the recommendation to start CAP with 10%, for all 12 ballot styles, and he would look further into what should be done for the rest.

E. OE Training (continued)

Cliff passed out a copy of a handout that he made titled 'Officer of Election Duties Summary and Checklist'. He stated that he came up with this because we have been asked on a frequent basis as to whether or not there is a formal list of what is supposed to happen on Election Day and

there really isn't. The Election Day Guide is good but it is so detailed by precincts and OE positions, where this handout breaks everything down in a more step-by-step manner as to how the day should go. It would, also, be a nice addition to training instead of just using Power Point. In the last meeting, Marcy had suggested doing role-plays and Cliff said he liked that idea for the new OEs because they have no idea how everything happens. He went on to say that role-playing would be good to demonstrate the What-If's for all of the OE's. Marcy agreed and elaborated a bit more on examples of what she had in mind. Cliff said that by doing this that we could take a more interactive part in the training and take a little pressure off of Connie. Cliff asked Marcy and I to take a look at his handout and see if we had any recommended edits or additions before it was considered final. Connie asked us what we would want our targeted areas to be focused on by way of her Power Point slides. Cliff's reply was that during our Canvass we continue to see that filling out the SOR form, fully and correctly, continues to be a problem. His thought is that more emphasis on explaining the importance of doing this and a thorough review on how to complete it is needed. He, further, stated that the slide should highlight the recent changes made to language on portions at the bottom of the form, that only 2 signatures are now required, and that if there is any discrepancy with anything that we must have a clear understanding of what that discrepancy is. Cliff feels that another area for a more detailed review is with Provisional Ballots. Discussion began, again, on role-playing. Examples could be shown of a few common problems that might come up during Poll Book check in where an issue might lead someone to progress towards the need to use a Provisional Ballot. Other ideas of role-playing, for the new OEs training session, was to demonstrate a voter coming in to a precinct and carrying them from start to finish through the voting process. Connie clarified that for the repeat OEs we were going to focus on the SOR's, Provisional Ballots, Affirmation of Eligibility, Ballot Reconciliation form, Authorized Representatives, and Media.

F. Schedule the next EB meeting. September 5, 2019 at 9am.

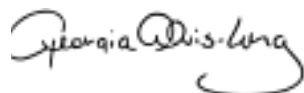
VI. Other Business.

A. Public Comments. None.

B. Board Member Comments. None.

VII. Adjournment. The meeting was unanimously adjourned at 10:13am.

Respectfully submitted,



Georgia Alvis-Long, Secretary