

Augusta County Electoral Board  
**APPROVED** Minutes of Meeting  
April 13, 2021  
South Board Room, Augusta County Government Center

- I. Call to Order. The meeting was called to order at 2:06pm. Present were Marcy Reedy, Chair; Dave Leatherwood, Vice Chair; Georgia Alvis-Long, Secretary; Connie Evans, Chief Director of Elections/General Registrar; Robin Moyer, Assistant Chief Director of Elections/Chief Deputy Registrar; Chris Chambers, Vice President/American of Virginia, Inc.; and Beth Ann Hinnant, public observer and Officer of Election at Cedar Green precinct.
- II. Approval of Minutes of Previous Meetings. Dave moved to approve the minutes from the April 1st meeting. Marcy seconded. The motion was approved unanimously.

Marcy suggested that since Chris arrived at the beginning of the meeting and to be respectful of his time would we consider moving agenda item IV. A. to now. Dave motioned to move agenda item IV. A. to be brought to the floor ahead of the Registrar's Report. Georgia seconded and the motion was approved unanimously.

- IV. Continuing Business.
  - A. American of Virginia Equipment Dispersal and Installation.
    - Introduction to the new Electoral Board members.  
Marcy, Dave, and Georgia welcomed Chris to the meeting and provided him with their respective EB position titles.
    - Discussion of the equipment dispersal process and ideas for improvement.  
Approximately 40 minutes of interactive discussion ensued regarding ideas on how to make dispersal, installation, and retrieval of Election Day equipment a smoother process for both the Registrar's office and American of VA. Marcy will draft a letter for review, prior sending out, to each Precinct Coordinator that will outline the process of delivery and pick up of election equipment. The letter will, also, request any updates needed on precinct contact information to share with American of VA.
- III. Registrar's Report.
  - A. Preparing for the Primary.
    - Connie reported that mail in ballots were already being requested and 45 Day No Excuse Absentee Voting was ready to begin next Friday. Discussion ensued on the training classes that would be conducted for the Chiefs, Assistant Chiefs, and new Officers of Election for the actual day of the primary. It was decided that due to a number of new Chiefs and Assistant Chiefs a thorough explanation of the envelopes, provisional log, and equipment pick up and return would be part of their training session, as well as group discussion scenarios on *What Ifs*. The new OEs would be given a run down of the Election Day duties using Cliff's notes from last year.

IV. Continuing Business.

B. Equipment Manager Position.

- Finalize job description.
- Discuss the position needs and responsibilities.

Connie made the suggestion that since more work needed to be done in fine tuning the job description and that the Unisyn software upgrade would not likely happen until after the November election that we postpone trying to fill the position until after both had been completed. After much discussion Georgia made a motion to change the name of the position to Chief Equipment Custodian and to postpone moving forward in hiring someone until the approval of an official job description had been made and at that point the Registrar would then be able to fill the position at her discretion. Dave seconded. The motion was approved unanimously.

C. Approving New Officers of Elections.

- Any remaining needs for officers at precincts?

Karen Chamblee  
Vincent DeSarno  
George Dygert  
Teresa Hannon  
Paul Julian  
Hilaria Putnam  
William Robey

Marcy moved to appoint all names submitted as new OEs with their term ending on February 28, 2022. Georgia seconded. The motion was approved unanimously.

V. New Business. None.

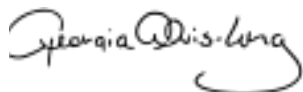
VI. Other Business.

- A. Public Comments. None.  
B. Board Member Comments.

Connie asked what the Electoral Board schedule for equipment distribution to Chiefs would be on June 7th. It was decided that Dave would take the 8am - 11am shift, Georgia would take the 11am - 2pm shift, and Marcy would take the 2pm - 5pm shift.

VII. Adjournment. The meeting was unanimously adjourned at 4:47pm. The next meeting is TBD.

Respectfully submitted,



Georgia Alvis-Long, Secretary