

Augusta County Electoral Board Meeting
Augusta County Government Center
Registrar's Office Board Room
July 5, 2016

The meeting was called to order at 9:00 AM. Present were Ruth Talmage, chair; Cliff Garstang, vice chair; Tom Long, secretary; Connie Messick, general registrar; and Robin Moyer, chief assistant registrar.

Cliff moved to approve the minutes. The motion was seconded by Ruth and approved unanimously.

Connie reviewed a letter and survey to owners of polling places. The survey will collect additional and new information about the facility, keys, contact persons, details about snow removal, and utility providers.

The board discussed various topics raised at the ELECT Conference including having a social media presence for the Registrar's Office. Connie will inquire about getting access to Facebook and we will consider what information is appropriate to include. The county is in the process of redesigning the website and that will include changes to the Registrar's Office page.

The board also discussed the provisional ballots "if in doubt, pass it out" standard promoted by ELECT at the training conference. At officer training emphasis should be placed what to say to voters using a provisional ballot and correctly completing the provisional ballot envelope, the provisional log, and the envelopes into which all provisional ballots are placed. The board further discussed the number of provisional and emergency ballots provided to each polling place and we will exceed ELECT recommendations.

The board brainstormed topics and procedures at officer training. Training dates:

October 20 at 2:00 PM for equipment demonstration, 5:30 PM for officer training
October 25 at 1:00 PM for equipment demonstration, 3:00 PM for officer training
October 27 at 2:00 PM for equipment demonstration, 5:30 PM for officer training
November 1 at 2:00 PM for equipment demonstration, 5:30 PM for chiefs and assistants
November 2 at 1:00 PM for equipment demonstration, 3:00 PM for chiefs and assistants

The board plans a training session for CAP. Tom will coordinate a date and time with Steve Guerrier.

CAP will have 7 officers – two teams of 3 with the chief supervising. The board discussed numbers of officers at each polling place. Connie provided the board with information from 2012 and with updated voter registrations at each precinct. The board will finalize numbers after consulting with chiefs and considering the facility and the flow of voters at each polling place.

We will notify the county administrator of the 40' prohibited area as it relates to CAP.

Cliff raised the issue of Cedar Green precinct. Beverley Manor Elementary is closing in June 2017. Cliff will initiate discussion with the superintendent and principal concerning relocating the precinct to Beverley Manor Middle School.

In a high turnout election, Churchville Fire House precinct is very cramped because of the narrow hallway and small voting room. Parking is also inadequate. If moved to Churchville Elementary gym there will be adequate space and parking. Cliff will initiate discussion with the superintendent and principal about moving the polling place before November. This will require action by the Board of Supervisors and notice to registered voters.

The board discussed campaign finance requirement for groups promoting positions on the courthouse referendum. Question: does the county government qualify as an organization under Virginia Code and have to file finance reports? Inquiries have been made with ELECT and the county administrator's office is aware of the law. No action was taken.

Connie provided updated copies of our Officer of Election lists.

Connie informed the board about office staffing plans for the time period after absentee in-person voting begins on September 23. She also reported on staffing schedules beginning August 1.

The board discussed student help on Election Day. We plan to have to have 4 students assisting with equipment return and 3 students assisting in the office. At our next meeting, the board will consider student pages to assist as greeters in polling places.

Tom moved to go into executive session for the registrar's annual review. Cliff seconded. Passed unanimously. Connie and Robin left the meeting at 11:10 AM.

At 12:08 PM the board came out of executive session. Board members each personally certified that the only matter discussed was the annual review.

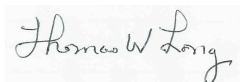
The board discussed canvassing following the November election. ELECT will be advising local electoral boards about the federal holiday on Friday, November 11 which would normally be the date to count provisional ballots. We will revisit this topic at our next meeting after receiving information from ELECT.

Connie informed the board that she plans 3 touch screens when absentee in-person voting begins on September 23 and will have the ability to expand to 5 touch screens if necessary.

The next meeting of the board will be July 26, 2016 at 9:00 AM.

The meeting adjourned at 1:05 PM.

Respectfully submitted,



Tom Long, secretary