

Augusta County Electoral Board Meeting
Augusta County Government Center
Registrar's Office Board Room
August 30, 2016

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

Ruth moved to approve minutes of August 16, 2016 meeting and Cliff seconded. The minutes were approved unanimously. Connie reported that minutes are being posted following ELECT's guidelines. The board advised Connie that keeping all the minutes available to the public through online links is preferable to archiving. The links to minutes will be organized by years.

Connie reported on the PT/FT position. The position has been posted online through September 2. The goal is to have the position filled by September 16. Connie reported that a part time person working for county government can work on an as needed basis and several other individual's have agreed to work several days as needed. Martha will be working several days and is expected to work in Augusta on Election Day.

Election Day polling place information has been received from all but 8 locations. Connie will contact those precincts again.

Connie presented the revised Officer of Election Brochure. It will include spaces for cell phone number. At Cliff's suggestion it will also include a request for an email address.

Connie reviewed the Contingency Planning for Electronic Pollbook or Voting System Malfunction. Connie has requested additional guidance from ELECT concerning item #4 dealing with supplemental pollbooks. Depending on that guidance, it may require an additional officer.

Potential officers of election were recruited by the State Board of Elections. Connie gave the names and contact information of individuals who submitted applications for board members to follow up with by phone. Additional names will likely be received and Connie will forward the information to us. Connie will provide an updated master list of officers of election.

Ruth reported that the Dooms/Crimora will need three additional officers to serve as "door keepers." All will be officers and able to do all potential jobs at the polling place.

Tom reported he is still working on a training date for CAP officers.

Connie reported that the outer door to the Registrar's Office will remain closed and locked during absentee voting. She explained how the absentee voting machines will be organized to assure voter privacy and maintain an orderly flow at both voting booths and the counter.

The board had a wide ranging discussion about information to be provided about the two constitutional amendments and the courthouse referendum on the ballot. The printed information provided in the polls can be given or read verbatim to voters but officers may not explain or comment on the issues. The discussion included the requirements for campaign finance reports for groups supporting or opposing the referendum on the courthouse -- these finance reports are filed with ELECT . Beyond referring the matter to the Commonwealth Attorney, the Electoral Board will need clarification about our role in the event of citizen questions or complaints.

We have had no response from the Board of Supervisors or the County Administrator about our concerns with using a contractor for DOJ accommodations for the November election. The board will invite Candy Hensley to join our meeting.

Ruth moved to approve the new officers list dated August 30, 2016. Seconded by Cliff and approved unanimously.

At 10:35 AM Candy Hensley, assistant to the county administrator, joined the meeting. Electoral Board members expressed concerns about the timeline for hiring a moving contractor and about the ADA accommodations being done correctly at each precinct for November. By mutual agreement, the board and Candy agreed that it was in all parties's interests to assure the requirements of the consent decree are fully met. Candy told the board that she believed the Board of Supervisors will agree to continue set up for the November election as was done in the past several elections without a mover/contractor. We discussed our tech employees joining Candy and G.W. on the set-up of ADA equipment on the Monday prior to the election. The ramp at Sherando will be installed permanently prior to November. County maintenance will install the temporary ramps at other polling places and the large directional sign at Crimora/Dooms. Registrar's office staff will deliver and retrieve all other materials. Cliff will draft a memorandum of understanding between the county administrator's office and the Electoral Board to assure everyone understands who will deliver and pick up election signs and other equipment. Candy left the meeting at 11:10 AM.

Connie has requested 7 students to assist on Election Day. Tom will contact the teacher at Riverheads HS to recruit students.

Carlton Wells representing WB Movers (540-649-1785/540-221-1562) joined the meeting at 11:20 AM. The board presented its needs regarding moving signs, ramps, and other equipment beginning in 2017. A proposal is needed after the November election for the June primary.

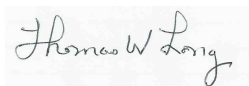
The other movers/contractors will be notified that bids can be resubmitted after November and they have had an opportunity to visit the polling places to see the actual setup at each one. The board drafted a brief letter to contractors explaining the delay. Connie will email the contractors.

On equipment distribution day, Cliff will take 8-11 AM, Tom will take 11 AM to 2 PM shift, and Ruth will take 2-5 PM.

The board reviewed upcoming dates for L&A testing and officer training. The board will meet at 9:00 AM on September 9, 2016 to consider officers and election and to meet with the Augusta County Sheriff at 10:00 AM.

The meeting adjourned at 12:26 PM.

Respectfully submitted,

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

Tom Long, secretary