

**The Charlotte County Electoral Board met Thursday September 2nd 2021 at 1 pm at the County  
Administration Building**

Call to Order

Prayer

Pledge of Allegiance

>Present:

Claudette Powell; Chairman

Glenwood Foster; Secretary

> Lengthy discussion about approval of agenda, before it was eventually approved.

**Approval of minutes;**

> June 9th & June 11th minutes were approved.

> June 22nd minutes need to be reviewed by Mr. Browning, because he was the other Board member present at that meeting.

> July 1st minutes have already been approved.

> July 15th minutes had not been approved because heading had said reconvened meeting. Registrar said heading needed to be Special called meeting because July 1st meeting had been adjourned. Secretary researched and found that heading should be Adjourned Regular Meeting. a discussion followed about whether Chair would second Secretary's motion to approve the minutes, and what would happen if motion wasn't seconded. Chair said she did not agree with one part of the minutes addressing whether a threat of legal action had been made against the board and wanted minutes to remain as an unapproved draft on website. This caused a lengthy and heated discussion about what was actually said when the threat was made. Mr. Fane was shouting and shaking his finger at the Secretary in a threatening manner when addressing him. Discussion began at 24:30:00 minutes in the recording and lasted until 44:11:00. Mrs. Daly and Mr. Fane explained process of amending minutes for approval. Chair would not offer an amendment, minutes were not voted on.

>August 5th minutes were approved.

>August 18th minutes were approved.

**> Registrars Report;**

1) Cares Fund Audit - Charlotte County was one of ten percent of the localities selected for the audit. Audit was performed with the assistance of the County Financial Director.

2)Security review of Registrars office – Has not been completed yet, but should be by October meeting.

3)Training at Salem Va. August 18th - Vendors from Demtech and Note were present. The topics included preprocessing of mail in ballots, and security. Registrar said he has contacted Cybersecurity Infrastructure Security Agency (CISA) director to see if he would work with Charlotte County. Secretary informed the Board that a representative from ASSURA will be at the upcoming VEBA district meeting about cybersecurity for Electoral Boards.

> Registered voter update - There are 8,353 registered voters in Charlotte County as of 8/30/21. This is a decrease from the previous count partially due to a recent purge by the state of inactive voters.

> Signing of leave sheets for Registrar - historically the Secretary had been signing leave sheets until November 2020, December was not signed, January 2021 was signed, none signed after that . Secretary will again start signing leave sheets.

> Projected cost for November 2021 election - Registrar does not have it completed yet. Costs will include purchase of ballots, programming, Officers of Election, Staffing, postage. Estimate of cost - 15,000 to 20,000 total ( 5,000 to 7,000 for Officers of Election included in that cost). Registrar is preparing a spreadsheet for the upcoming election, does not have one for past elections. Spreadsheets are needed for all elections to track spending and plan future budgets.

> L&A (logistics and accuracy) testing for early voting will be performed on the voting machines used for early voting September 13th at 1:00pm. Atlantic Election Services will perform testing.

> Preprocessing of mail in ballots - Registrar proposed two methods.

1) All ballots held until mandatory week and preprocessed then.

2) preprocess every Thursday in October until the mandatory week.

## Discussion about differences in cost of two methods

There had been 125 applications for mail in ballots as of meeting date but should increase, preprocessing requires each party have an Officer of Election present. Registrar will confer with party chairs to determine which Officers of election would be willing to serve preprocessing. If a representative is not available from each party preprocessing should not be done to prevent litigation. Board agreed with Registrar's suggestion to preprocess every Thursday in October and 26th through 30th and also November 1st. Preprocessing will begin at noon on days selected for preprocessing.

> Notice of new law prohibiting possession of firearms at polling places have been sent to precincts.

> Update on purchase of Robert's rules of order guides for board. Registrar had two options for board. Board will review and decide how to proceed at next month's meeting.

> Training for Officers of Election- Secretary does not want voting machine moved from the room that is going to be used for early voting, and also does not want the voting machine locked in the Registrar's office.

> Registrar's Office needs to have the locks re-keyed/ changed to clarify who has access to the office.

> Atlantic Election Services contract was approved. Contract includes firmware update of \$228.00 per tabulator per year for recertification and software update. The cost is lower than the February cost of \$325.00. A \$200.00 maintenance warranty, per machine, per year. Also \$975.00 for first ballot style in any given election, and \$525.00 each additional style. For this election there will be 6 ballot styles. L&A (Logistics and Accuracy) testing is \$90.00 per machine, per election. The ballot cost is \$0.23 cents per ballot.

>Mr. Fane asked if any of the cost were optional. Registrar responded by saying that the warranty was optional but should be kept because of the cost of the machines. (Approximately \$9,000 each) The machine is covered by a warranty for the first year after purchase, but after the first year the warranty had to be purchased.

> Citizen Kurtis Jones questioned the handicapped features available for voting machines, as different options are available. The machines we currently have are 5 years old and may need to be upgraded. Other options can be explored then.

> Mrs. Daly questioned what the total cost of the Atlantic Election Services maintenance contract invoices was. The Registrar did not have that information but will provide it.

> Discussion about folders used for ballots, possibility of saving money by using different size or types of folders, or not using them at all. The most cost effective would be plastic reusable folders or not using folders at all. Pens can be sanitized by soaking in alcohol between voters.

> One of Registrars assistants will be starting another job and will be working less at the Registrar's office. He suggested having Officers of Election for early voting on the days that he will not have an assistant. He will also need Officers of Election for the final week even though his assistant will be there, because of training being done that week also.

> Revisit Electronic Poll Book purchase. Registrar had included quotes from Demtech for 8, 12, 15, 20, and 24 units, for the board to choose from. 8 would cover all of the precincts, 12 would provide 4 backups, 16 would provide 2 Electronic Poll Books for each precinct, and 20 would provide 2 for each precinct and 4 backups. One per precinct can be used with paper poll book if necessary, and two per precinct would provide a backup in case one fails. Board will determine the number of poll books to purchase at the October meeting and present the proposal to the Board of Supervisors. The Barcode scanner is optional, and training is also optional, but both should be included. Registrar said he had just received the quotes the day before. Chairman scolded Secretary about adding "need to be truthful this time" on the agenda, relating to the poll book quote. Secretary reminded her that misleading information about costs is why funds for the poll books were not approved previously.

> Legal council for Officers of Election if needed, no further info at this time.

> Voter registration drive- The registrar contacted the local High School, and they are going to contact the Registrar about scheduling.

> Approval of advertisements of Election notice, Registrar provided copy of ad he intended to use.

> The registrar's office is open 8:30- 4:30 Monday through Friday, and will also be open two Saturdays in October, the 23rd and 30th, from 9-5, and will be closed on Columbus Day. Voting by mail starts Friday October 17th, and all applications are due by October 25th at 5:00 p.m. Ballots must be postmarked by Election Day, and received at the office by noon on Friday following election November 5th.

> **Financial Report-**

1) Salaries and postage and office supplies (pack of paper), from Registrars budget.

2) Salaries are the only expense on the Electoral Board.

> Responses from Willingness to Work forms- Lists from the party chairs were not included to clarify which Officers of Election represent which party. They will be assigned at next meeting, allowing Board more time to get responses and party lists.

> Ballot orders, Board decides to order 100% ballots, normally there is 60% to 70% voter turnout, 74.9% voted in last November election.

> Discussion about why the Electoral Board members were locked out of the registrars office when staffing office for the Registrar October 18th, when he and his staff attended training at Salem Va. Microwave, refrigerator and copy machine were in locked part of the office and could not be accessed. Question about what access Electoral Board should have to Registrars office arose. No conclusion was reached, more information needed to clarify. Secretary questioned why office wasn't closed as had been done before when the Electoral Board had attended the event also. Registrar said the event two years prior was an annual training and the office could be closed for that, but on the 18th it was workshop and he wasn't sure the office could be closed for that. They seemed to be the same though, same place ,same time of year, vendors present at both.

> Secretary informed the Board about the VEBA district meeting at Marino's in Victoria September 4th. Barbara Tabb - President of VEBA will cover new election laws and also John Nunnally -VEBA 2nd Vice President, will cover FOIA requirements and guidelines for Electoral Boards. Secretary suggested Chairman attend as she had only been on the board 3 months and hadn't received any training. Chairman launched a verbal tirade toward the Secretary for the suggestion ?

> Second public comment period;

>Mr. Fane questioned what constituted a meeting and whether the Secretary and Vice Chairman discussing Electoral Board business when they saw each other at a ball game was actually a meeting. It was explained that a quorum of 3 is 2, and if those 2 discussed Electoral Board business it was considered a meeting and minutes had to be recorded.

>Motion to adjourn , all in favor meeting was adjourned.

>After adjournment Registrar informed Board of two invoices from Demtech, one was from 2020.

X \_\_\_\_\_ Claudette Powell/ Chairman

X \_\_\_\_\_ Glenwood Foster/ Secretary