

**Amelia County Electoral Board
Minutes – Tuesday, September 14, 2021**

ATTENDEES: Mary Alice Williams, Chair Brenda Johnson, Secretary
Mamie Barley, Vice Chair Deborah Hathorn, Director of Elections

The Electoral Board of Amelia County met on Tuesday, September 14, 2021 in the Commonwealth Attorney's office conference room. The meeting was called to order by Chairman Williams at 10:02 A.M.

Minutes of the August 17th and September 2nd Special Call meeting were approved as presented.

Budget – No items to address.

Staffing – Hathorn is still working on the Assistant Registrar (part-time) job description. She is using several OOE's to assist with some administrative tasks and will assist with early voting.

Early Voting - Early voting begins Friday, September 17th. OOE's will assist with early voting in the office. Space is limited and we discussed the best way to accommodate party Observers. Will use caution to ensure voters receive the correct ballots as we will have three different ballots this election. Early voting will take place during Amelia Day on Saturday, October 23rd. Review of election rules will be conducted to ensure full compliance with specific emphasis on firearms, 40 feet rule and security.

New this Year – Curing of the ballots must be done within three days of receipt of the ballot and the Cure log must be updated. Preprocessing will begin October 26th with two OOE's present.

Voter Outreach – to increase the number of registered voters, we need to reach out to the schools.

OOE's for the General Election – we updated the list of OOE's assigned to work this election and will update it as our needs dictated.

OOE Training – we decided to have the Chiefs and Assistant Chiefs training on October 21st, CAPS training on October 26th and all OOE's training on Thursday, October 28th. All training sessions will start at 6:15 PM with a light snack provided except CAPS and Preprocessing with start at 2:00 PM, if OOE's are available.

The new Dept. of Elections Liaison, Taylor Melton visited the office on August 23rd. It was a good meeting and sharing of information was helpful. He urged GRs to stay in touch with the office.

Hathorn reported on her attendance at the virtual statewide annual meeting and their person training in Richmond on Tuesday, August 31st. She stated both events were informative and helpful.

Chair Williams attended the VEBA meeting on Saturday, September 4th in Victoria. She shared with us the General Registrars should be reminded to post all meeting notices on the website, outside the door and one additional location. She also stated that an agenda should be prepared for each meeting. She further stated that the office should develop codes to use with the Sheriff's Dept. to facilitate communication. Hathorn will handle this.

The next board meeting is scheduled for Wednesday, October 13, at 10:00 A.M

There being no further business, the meeting was adjourned at 11:28 A.M.

Respectfully submitted,

 10-13-21
Brenda H. Johnson, Secretary