

Amelia County Electoral Board  
Minutes – Wednesday, October 13, 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 Wednesday, October 13, 2021 in the open space behind the Registrar's office. The meeting was called to order by Chairman Williams at 12:10 P.M. (Original time changed to 12:00 PM due to a Board member conflict.)

Minutes of the September 14<sup>th</sup> meeting was approved as presented.

**Budget** – No items to address.

**Staffing** – Filling of vacancy for part time Assistant Registrar is on hold until after the November 2<sup>nd</sup> election. Currently we are using several OOE's to assist with administrative tasks and Early Voting.

**Early Voting** - Early voting began Friday, September 17<sup>th</sup>. As of October 12<sup>th</sup>, 503 voters have voted in person on the machine, and 236 absentee ballots, for a total of 739 voters; same time in 2017, we had 329 voters.

**Ballot Curing** – Curing of the ballots must be done within three days of receipt of the ballot and the Cure log is being updated as ballots are processed.

**Preprocessing of Absentee ballots** (*new this year*) will begin Tuesday, October 26<sup>th</sup> at 3:00 PM with two CAP OOE's present. Anticipate approximately 200 ballots will be fed into the ballot tabulator. On Saturday, October 30<sup>th</sup> at 4:00 PM, we will process ballots received between 10/26-10/30. CAPS will process the last ballots, on Election Day, Nov. 2<sup>nd</sup>.

**Voter Outreach** – In 2022, we will work with the schools to host on site voter registration.

**OOE Training** – Training for the CAPS team, Chiefs and Assistant Chiefs and all OOE's has been finalized. Training sessions will be held in the County Administrator's conference room - except CAPS training will be held in the Registrar's office.

<sup>HATHORN</sup>  
~~Hathorn~~ reported that we are in good shape in preparation for the upcoming election. Sample ballots (3) will appear in the October 20<sup>th</sup> Amelia Bulletin Monitor and on our website. Due to Amelia Day activities on October 23<sup>rd</sup>, the curbside voter service will be relocated towards the back of the building. Unfortunately, we will be unable to use the new poll books for this election due to a delay in training to be provided by the vendor.

The Registrar will ensure that the Notice of Meeting is posted no less than three (3) business days prior to the scheduled meeting on the website, outside the Registrar's office and on the bulletin board at the County Administrator's office. We agreed that the Board chair and Registrar will prepare the agenda for each meeting at least three (3) business days before the scheduled meeting. Draft minutes will be sent to the Registrar for posting on the website no later than seven business days before the next meeting. Once the meeting minutes are approved, the approved minutes will be posted on the website. Electoral Board members will be copied on the email requesting the posting of the minutes to the website.

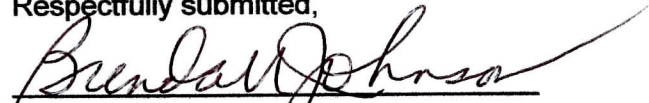
Election Day is Tuesday, November 2<sup>nd</sup>. The Electoral Board members volunteered to work closely with OOE's at the precincts: Williams will work with Precinct #1, Barley, Precincts #3 & #4 and Johnson Precincts #2 and #5. Chair Williams will contact the Sheriff's office regarding special codes for traffic or voter issues on Election Day so that the appropriate assistance (traffic control versus voter incident) can be provided.

The next board meeting is scheduled for Wednesday, November 3<sup>rd</sup>, at 10:00 A.M to conduct the canvas.

On Friday, November 5<sup>th</sup>, we will meet at 3:00 PM to address any provisional ballots.

There being no further business, the meeting was adjourned at 1:20 P.M.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brenda H. Johnson", is written over a horizontal line.

Brenda H. Johnson, Secretary