

Amelia County Electoral Board
Minutes – October 12, 2023

ATTENDEES: Mary Alice Williams, Chair Adria Dieffenbach, Vice-Chair
Brenda Johnson, Secretary Deborah Hathorn, Director of Elections

The Amelia County Electoral Board met on Thursday, October 12th in the Commonwealth Attorney's conference room. The meeting was called to order by Chair Williams at 10:14 A.M.

Minutes of the September 12th meeting were approved as presented. The agenda was approved by consensus.

PUBLIC COMMENT PERIOD – none

CONTINUING BUSINESS

- Budget review –first quarter report received, report reflects payroll dollars only.
- Board will urge VEBA to increase salary for other board members, especially the Chair.
- Officers of Election (OOEs) Training:
 - Hathorn will conduct new Poll Book training on Monday, 10/16, Wednesday, 10/18 and Thursday, 10/19. Almost 40 OOE's have signed up.
 - Chiefs and Assistant Chiefs training will be conducted Thursday, 10/26
 - CAPS training and preprocessing will be conducted Tuesday, October 31.
 - All OOE's training will be conducted on Thursday, 11/2.
 - CAPS team will conduct mandatory preprocessing on Saturday, 11/4
 - Canvas will begin Tuesday, 11/7 at 7:15 PM (*new this year*)
- **Election Day Pre-planning**
 - Electoral Board, with the assistance of K. Smith from Emergency Management Dept. conducted the ADA compliance at all four fire stations, Parks & Rec building and the Registrar's office. All six locations were determined to be in full ADA compliance and Secretary Johnson signed the certification form to be sent to ELECT.
 - Secretary Johnson will follow up with Mr. Krause at ACHS regarding the use and availability of students to be Pagers for the November 7th election.

Hathorn brought to our attention that she had received a call from the local newspaper and others that the District 1 candidate for Board of Supervisors name was "David" M. Felts, Jr. not "Dave" as printed on the ballot. Due to the error in the spelling of the District 1 Candidate name on the ballot, the Board agreed to address the issue after consultation with ELECT. An Emergency Board meeting was scheduled for Friday, October 13th at 11:00 AM.

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- On Election Day, 11/7, Chair Williams and Vice-Chair Dieffenbach will visit Precincts 1 and 3. Secretary Johnson will visit Precincts 2, 4 and 5. These assignments will assist the Registrar in providing unanticipated support to the five precincts.
- Hathorn will contact the Sheriff's Office to confirm their support for safety and security on Election Day.

There being no further business, the meeting adjourned at 11:19 A.M.

Respectfully submitted,

 12/12/23
Brenda H. Johnson, Secretary