

Amelia County Electoral Board  
Draft Minutes – September 12, 2023

ATTENDEES: Mary Alice Williams, Chair                      Deborah Hathorn, Director of Elections  
                    Brenda Johnson, Secretary                              Lauren Whittington, ACDC Chair

The Electoral Board of Amelia County met on Tuesday, September 12<sup>th</sup> in the Commonwealth Attorney's conference room. The meeting was called to order by Chair Williams at 10:09 A.M.

Minutes of the August 10<sup>th</sup> meeting were approved as presented. The agenda was approved by consensus.

**PUBLIC COMMENT PERIOD – none**

**CONTINUING BUSINESS**

- Budget review –nothing to report too early in the fiscal year,
- Salary changes – ELECT has announced salary increases for General Registrars effective July 1 and December 1, 2023. New annual salary effective July 1 is \$74,550 and December 1 is \$76,041.
- Annual compensation for the secretary of the Electoral Board effective July 1 will be \$3,842 and on December 1, 2023 \$3,919. Other board members compensation is one-half of the compensation provided to the secretary of the board.
- Board will urge ELECT to increase salary for “other board members”.
- Board will review annual budget to increase compensation for Officers of Election and staff.
- Election Pre-planning
  - Hathorn reviewed the new Provisional Vote and Same Day Registration Application envelope, 8.5 x 11.0 If the voter votes a provisional ballot, ELECT has provided a handout to be given to the voter explaining next steps and what the voter needs to do.
  - L & A testing will be held on Friday, September 8<sup>th</sup> beginning at 8:30 AM.
  - Board members Williams and Johnson participated in the mock election conducted on Friday, September 1<sup>st</sup>.
  - We discussed the use of high school students as Pages for the November 7<sup>th</sup> election. Secretary Johnson will contact the high school and discuss their cooperation in this endeavor. Will be seeking their assistance in identifying students age 16+, volunteer credit and school requirements. Will be looking to have approximately 10 students to work at least 4- hour shifts.
  - September 25<sup>th</sup> and 26<sup>th</sup> were selected as the days to conduct ADA compliance at the four fire stations and Parks & Rec building (Precinct # 4); Hathorn confirmed that the Registrar's office was in full ADA compliance.

The next board meeting is scheduled for Thursday, October 12<sup>th</sup> at 10:00 A.M.

**CLOSED SESSION**

The Board voted unanimously to go into Closed Session in accordance with State Code §2.2-3711-A 19 at 11:10 A.M. to discuss several personnel matters. Hathorn was invited to attend in the Closed Session. The Closed Session ended at 11:32 A.M. by unanimous vote and voted to reconvene to open session. Upon reconvening to open session the Board voted unanimously to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were discussed. Vote: Williams-Aye and Johnson-Aye.

There being no further business, the meeting adjourned at 11:34 A.M.

Respectfully submitted,

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Brenda H. Johnson, Secretary

DRAFT