

**Amelia County Electoral Board
Minutes – Tuesday, July 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 Tuesday, July 13, 2021 in the Commonwealth Attorney's office conference room. The meeting was called to order by Chairman Williams at 10:14 A.M.

Minutes of the June 9th and June 11th meetings were approved with the noted corrections.

Budget – We ended the year with an unencumbered balance of \$27,500.

New Equipment -The new tabulators were certified. We agreed to purchase the annual service contract at a cost of \$228 per machine to handle servicing of the equipment. We will purchase twelve (12) new poll books this fiscal year in time for the November 2021 Gubernatorial Election. We will likely have training in mid-August for Board members, staff, OOE Chiefs and Assistant Chiefs.

Staffing – Hathorn has drafted the job description for the part-time Assistant Registrar vacancy and will begin advertising it on the county's website as well as, run an ad in the local paper.

Registrar Training – (1) Will participate in a Table Talk exercise on Cyber Security on July 13th
(2) On August 25 will be in Chatham for an all-day in person regional Registrar's Association meeting.
(3) On August 31 will attend an in person training in Richmond to review the new regulations passed by the General Assembly.

Early Voting – Early voting for the November 2nd Election begins September 17th.

Security Awareness Compliance Checklist – Board Secretary signed letter acknowledging that we were in compliance with the minimum security guidelines.

Chair Williams reviewed the letter that was sent to Lauren Whittington, Amelia Democratic Party Committee Chair, in response to her letter to the Registrar. All were in agreement that the letter appropriately responded to her concerns.

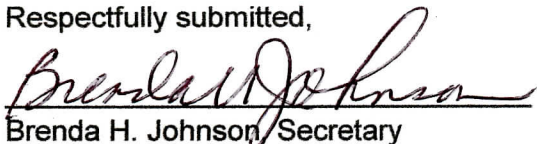
Hathorn informed us that Judge Teefy would like for us to move Precinct 4 out of the Courthouse. As we have discussed this for several years, we agreed to contact the County Administrator about using the conference room, where we conduct training as the new location. Secondly, we would inquire as to the possibility of using the Parks and Rec building as the alternate site. Hathorn was asked to draft a timeline with the action that needs to take place to affect the polling location change for 2022.

The Board decided to have the next meeting on July 29th to conduct any business, and go into executive session to conduct the performance review for Hathorn, as required by the State. Hathorn was asked to review the progress on her 2020-21 goals and establish some goals for 2021-22. Board members will consolidate their input and Chair Williams will prepare the final document.

The next board meeting is scheduled for Thursday, July 29th at 10:00 A.M.

There being no further business, the meeting was adjourned at 11:23 A.M.

Respectfully submitted,

 7/29/21
Brenda H. Johnson, Secretary