

Chesterfield County Electoral Board

Missy Vera, Acting General Registrar

Electoral Board Members

Caroline S. Emmons, Chair
Lynette P. Clements, Vice Chair
Elizabeth Dwyer, Secretary

Electoral Board Meeting Minutes

March 29, 2022

The following people were present:

Board: Caroline Emmons, Chair; Lynette Clements, Vice-Chair; Elizabeth Dwyer, Secretary

Registrar's Office: Missy Vera, Leslie Foreman

Guest: Mary Martin Selby, Human Resources Director

Ms. Emmons called the meeting to order at 1:05.

1. The Board met with Ms. Selby to discuss the vacant General Registrar (GR) position and the HR process for filling the position. Ms. Selby reviewed the solicitation materials she had prepared. The Board welcomed Ms. Selby's involvement and decided to review the proposed job description and recruitment sources at the next meeting on April 5. The Board will provide its input to Ms. Selby as soon as possible after that meeting.

2. Ms. Vera and Ms. Foreman presented Election Officer (EO) matters:

- Staff will conduct three EO training sessions this week. Each member of the Electoral Board (EB) will attend a training session and will make brief remarks to the EO trainees.
- The current roster of EO nominees was unanimously approved by the Board upon a motion by Ms. Dwyer.



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• The Board voted unanimously to remove Kalah Wood and Richard Poole from approved Chief/Deputy Chief and EO list upon a motion by Ms. Clements.

• The Board discussed the need to address job descriptions and policies for precinct chiefs and deputy chief.

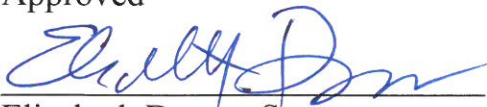
3. The current roster of Maintenance Technicians was approved unanimously upon a motion by Ms. Clements. The appointments are valid through April 1, 2023.

4. The minutes from Feb. 8, March 1, March 11, and March 24, were approved as submitted, upon separate motions made by Ms. Emmons. The approvals were unanimous.

Adjournment - On a motion made by Ms. Emmons and by a unanimous vote of the Board, the meeting was adjourned at 3:15.

4/5/22

Approved



Elizabeth Dwyer, Secretary



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