Electoral Board Meeting Minutes

August 21, 2020

Susan Beals, Chair, called the meeting to order at 10:00 a.m.

The following persons were present: Susan Beals, Rosemarie Hart, Caroline Emmons, Matt Abell, Missy Vera and Constance Hargrove

Minutes from June 24, 2020, June 26, 2020, July 15, 2020 and July 28, 2020 were approved.

Ms. Hargrove gave the following November 3, 2020 election updates:

- Feedback from Officers of Election who worked the June 23, 2020 primary was evaluated. A discussion was held on Personal Protective Equipment and safety in the polling places. Ms. Hart made a motion to purchase plexiglass shields for each precinct. Ms. Emmons seconded, and the motion carried.

- The office has processed 16,000 applications for absentee voting and have another 3,000 on hand at this time.

- Ms. Hargrove will be allocating all pollbooks for the election. What they have on hand will be used for their back up should the need arise.

- Online training is still being developed but will be available soon. All Officers of Election will need to be trained before Nov. 3, 2020.

-- We will have four satellite locations for absentee voting: LaPrade Library, Meadowdale Library, Ettrick Library and N. Courthouse Road Library. The LaPrade and Meadowdale location have been approved and the Board of
Supervisors will hold a special meeting on September 2, 2020 to vote on the N. Courthouse Road and Ettrick locations. The satellite offices will be open for two weeks preceding the election. Times will be 10:00 a.m.- 8:00 p.m. Monday through Friday and 9:00 a.m. – 5:00 p.m. on Saturday. Ballots must be picked up from these locations every day and pollbooks must be updated daily. Chesterfield County is providing the personnel to staff these locations. The Electoral Board members will be making periodic visits to each location.

-A discussion was held on the Governor’s proposals to the General Assembly affecting the upcoming election. One proposal recommends attaching postage to the absentee ballot return envelope. Ms. Hart made a motion that Ms. Hargrove apply for a Business Reply Mail permit from the post office and that she move forward with ordering the envelopes. Ms. Emmons seconded, and motion carried.

-Preprocessing of absentee ballots will begin on October 5, 2020. Representatives from each political party need to be present for this.

Ms. Hart made a motion at 12:07 p.m. to go into closed session for the purpose of discussing security and personnel matters. The Board returned to open session at 1:08 p.m. and roll call was taken.

Ms. Emmons made a motion to accept the updated Voting Systems Security Program for Chesterfield. Ms. Hart seconded and all approved.

Ms. Emmons made a motion that the Board send a letter to the Board of Supervisors requesting a supplement and/or bonus to Ms. Hargrove’s salary. Ms. Hart seconded and motion carried.

The next meeting will be Tuesday, September 15, 2020 at 10:00 a.m.

Meeting adjourned at 1:17 p.m.

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Rose Marie Hart, Secretary