

PRINCE EDWARD COUNTY
ELECTORAL BOARD

P.O. Box J
Farmville, Virginia 23901

BOARD MEMBERS
Samuel Martin, Chairman
Gordon Smith, Vice-Chairman
Gwendolyn Akers-Booker, Secretary

MINUTES OF THE ELECTORAL BOARD PRINCE EDWARD COUNTY

The Electoral Board held a meeting on **Thursday, August 25, 2016 at 9:00 AM** in the Voter Registration Office in the Court House of Prince Edward County.

Members Present: Samuel Martin, Chairman; Gordon Smith, Vice-Chairman and Gwendolyn Akers-Booker, Secretary.

Other Members Present: Tina Aubin, Assistant To Registrar and Gene Watson, of Farmville, Va.

The meeting was called to order by the Electoral Board Secretary, Gwendolyn Akers-Booker at 9:02 AM. All individuals present were presented with an Agenda with the items to be discussed during the meeting. The following items were discussed and acted upon:

- 1) **The evaluation for General Registrar** – The GR was appreciative and agreed with the evaluation. Members of the Electoral Board signed and faxed the evaluation that was due by August 30, 2016.
- 2) **Inspection of Polling Locations (outside of locations only).** Forms have been developed and the General Registrar; Secretary to the Electoral Board will be going to each polling location to review and inspect the outside of each precinct to ensure that all details have been followed.
- 3) **Back up polling Locations** – The Electoral Board reviewed the possibility of different locations just in case our current location(s) is not available on morning of Election. Upon recommendations, we have to take in consideration that the location must be no more than 1 mile away from district boundaries; we need location; contact information and we want to make sure that the location is in compliant with the American Disabilities Act. During our meeting suggestions were made regarding alternate locations due to disaster or possible relocation in the event the normal polling location is not accessible. We are currently reviewing this information at this time.
- 4) **Temporary step at ASAP Building.** The Electoral Board Members feel there is a need to have temporary steps at the ASAP building where individuals enter the front entrance of the building for voting. We have reviewed a few designs and one has been selected. Contact with the ASAP building will be made by the General Registrar and further details will be forwarded back to the Electoral Board to revisit at a later date.
- 5) **Approval of Election Officials.** The Electoral Board Members were presented a list of individuals to be approved as election officials for the upcoming election. Currently we have individuals who will be working as Chiefs; Chief Assistants; Poll Workers and they will be signed to different locations within the upcoming month. New members were given the proper paperwork and all information has been completed and reviewed. A complete list of all individuals will be posted in the Voter Registration Office for viewing.

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- 6) **Contact for Power companies if loss of power.** The Electoral Board Members were presented with a list of Power Companies who currently support our polling locations. In the event there is a power loss or a problem, this will be provided to our Chiefs and Chief Assistants during their training.
- 7) **Contact VDOT to ensure no construction near polling locations on Election Day.** Sarah Puckett has informed us that she will be contacting VDOT in October to ensure ease of access for voters will be allowed. We want to make sure that nothing major is being done that will prevent the voters for having easy access to the polling location(s).
- 8) **Contact Sheriff in case of need for deputy to be dispatched for Ballots or emergencies on Election Day.** The Electoral Board would like to make sure that in case of emergencies or errands during the day of election that we have sufficient support from the Sheriff Department and that the deputy or deputies can be dispatched during any time we need support.
- 9) **Possible testing for voting machines.** Once we get closer to the middle of September a date will be selected and individuals will be notified from the General Registrar's office regarding the date of the L & A Testing.
- 10) **Cap will be open for absentee voting by September 23rd.** It was noted that CAP will be open for absentee voting on September 23, 2016 and we encourage individuals who have a specific reason for not being able to vote on election day to complete their proper paperwork so that they can be able to vote absentee.
- 11) **Two Officers of Elections.** The Electoral Board along with the General Registrar has agreed to seek help starting in September, 2015 to help assist with the high volume of absentee voting and entry of application. This is being done on an as needed basis. The individuals who have agreed to help are as follows: Jennifer Halladay and Nancy Phaup.
- 12) **Town Hall Meeting on August 25, 2016.** Dr. Odessa Pride, Supervisor for District 401 has asked if the GR could be on the agenda at her Town Hall Meeting and in the absence of the GR, Gwendolyn Akers-Booker, Electoral Board Secretary will be attending.

Meeting adjourned: 10:30AM

Gwendolyn Akers-Booker, Electoral Board Secretary

Sam Martin, Electoral Board Chairman

Gordon Smith, Electoral Board Vice-Chairman