



**Pittsylvania County Electoral Board**  
110 Old Chatham Elementary Lane  
Chatham, Virginia 24531

BOARD MEMBERS

Raymond Ramsey, Chairman  
Sandra Gilbert, Vice Chairman  
Brenda S. Arthur, Secretary

The Electoral Board of Pittsylvania County, Virginia, met on August 4, 2016, at 10:00 a.m. at the office of the Board. All members of the Board were present, and the meeting was called to order by Mr. Ramsey at 10:00 a.m.

Motion was made, seconded and unanimously carried to approve the agenda. Under Old Business, Mrs. Gilbert made a motion to approve the minutes of the last meeting as presented by Mrs. Arthur. The motion was seconded and unanimously approved.

Mrs. Bailless, Director of Elections, then gave her report, a copy of which is attached to these minutes. She said that the office will be open on Saturday, October 29 and November 5, 2016, for absentee voting. She also said that October 17, 2016, is the deadline for voters to register to vote in the 2016 election.

She said that she had asked for an increase in Election Officials and Chiefs compensation on Election Day by \$20 and this was approved by the Board of Supervisors. The Election Officials will now be paid \$155 and the Chiefs \$175.

The Board then set the following dates for training:

Saturday, October 8, 2016	1:00 p.m. to 4:00 p.m.
Monday, October 10, 2016	10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.
Tuesday, October 11, 2016	1:00 p.m. to 4:00 p.m. and 6:00 p.m. to 8:00 p.m.
Wednesday, October 12, 2016	10:00 a.m. to 1:00 p.m.
Thursday, October 13, 2016	1:00 p.m. to 4:00 p.m. and 6:00 p.m. to 8:00 p.m.
Friday, October 14, 2016	10:00 a.m. to 1:00 p.m.

Programming the machines for the November Election will be on Thursday, September 29, 2016 and if needed, Friday, September 30, 2016, at 10:00 a.m. We will meet here at the office and proceed to the storage facility.

The Board then began a review of applications for becoming an Election Official

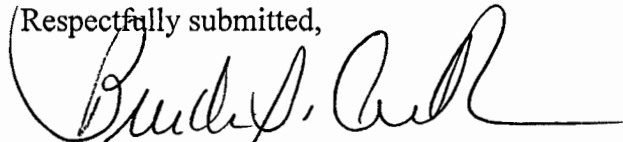
and the following assignments were made:

Jessica Mejia	#103 Twin Springs
Mary Ann Carter	#105 Chatham
Pamela Dickerson	#106 Tunstall
Kimberly Martin	#106 Tunstall
Glenda Clark	#108 West Blairs
Amanda Yates	#202 Bearskin
Desiree Berrios	#206 Climax
Felicia Davis	#207 Gretna
Catherine Nicholas	#305 Riceville
Aubrey D. Jones	#307 East Blairs
Wayne Robertson	#307 East Blairs
Arlene Coles	#308 Mt. Airy
Ulrike Mattox	#308 Mt. Airy
Debbie Payne	#405 Ringgold
Travis Lewis	#501 Hurt
Phyllis Roach	#502 Motley Sycamore
Robert Philip Jacobs	#503 Renan
Robert Withers	#503 Renan
Mary Smith	#605 Whitmell
Larry D. Clifton	#606 Brosville
David Massaquoi	#607 Dry Fork
Amanda Dishman	#703 Ferry Road
Robert Burchett, Jr.	#703 Ferry Road
Carolyn Boucher	#704 Mt. Hermon School

Mr. Ramsey made a motion for the Board to move into Executive Session to have the annual review and evaluation of the Director of Elections, Ms. Kelly Bailess. It was seconded by Mrs. Gilbert and unanimously approved to go into Executive Session at 1:15 p.m

Mrs. Arthur made a motion for the Board to go out of Executive Session at 2:10 p.m., seconded by Mrs. Gilbert and unanimously approved. At that time, Mr. Ramsey called for a motion to approve actions taken in Executive Session. The motion was seconded by Mrs. Arthur and unanimously approved. There being no further business to come before the Board, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,



Brenda S. Arthur, Secretary

# Board Meeting 8/4/2016

## Administrative

Since March we have lost Brandy, Billie and Donita all to fulltime positions. I have hired 3-4 additional part time staff that will work as seasonal employees and the two most qualified candidates will be offered the part/time permanent position after the November Election.

Meeting with local officials – Administration about security, Sheriff's office about security and transportation in bad weather. Post Office about mail processing and timely delivery for ballots and election materials. School Board/Superintendent in regards to teach work day and parking issues on Election Day. VDOT in regards to road work/road closures around/in routes to voting locations. \* If possible visit voting locations; meet with staff or contact person and address issues/problems.

## Pollbooks

Kevin White- BEC came and re-images 22 laptops, the ones that were noted with problems networking and printing. He also came and installed the software and tested the scanners.

Working with EVID- VR Systems to simplify the inactive voter check-in process.

## DS200 & Automark

All Voting machines have had their maintenance testing

We are looking into getting the coding removed for the Election1 password since that seems to continue to be an issue opening the polls.

## CIP Funds usage

- Blue bins, easier for us and elections officials to package and transport ballots.
- Scanners w cords for laptops to scan ID's – Add 3-4<sup>th</sup> laptop to the 5 largest precincts.
- 6- table top privacy booths in a case -1 for each precinct
- 2 Election Dept. Cones with Campaign tape for each precinct
- 2 Vote Here signs for each precinct
- 1 Spare AutoMark; since we have no spare units

**Election Officials** – Overall we are in good shape with staffing at each location overall.

We were approved for the additional funds for compensation. Suggest a Motion to increase EO's & Chiefs by \$20 per Election.

155 + 175

## Complaints/Issues from Voters and Elected Officials

207 - The school had an event in the voting location inside the school and did not clean up, therefore the polls opened late. Also, the lights inside the building when off while the polls where open.

204 - Most of the precinct workers knew a candidate personally and allowed him to buy them breakfast and constantly go in and out of the building throughout the day.

301 - Pollbook workers were talking about voter's ages and asking them for the DOB.

## Election Official Training Dates

It has been brought up to suggest a Saturday class and/or a class on days the office is not open. The Pros are part/time seasonal staff handling the office can be overwhelming and stressful and if we have training when the office is closed we don't have to staff the office. It is an option, we can see if there is an interest in coming during those times.

Suggested Training timeframe: Saturday, October 8<sup>th</sup>, Monday October 10<sup>th</sup>, 11<sup>th</sup> - 14<sup>th</sup> - 6 days total. We could extend the training into the next week or weekend if need be.

*Office open Sat Oct 29 - Nov 5  
Deadline registration - Oct. 17*

## Training Specifics -

I think most everyone enjoyed social services facility. They do have availability for us, I think no more than 3 precincts at a training is enough because of space.

Should I keep the same outline, Chiefs 1 Hour, then Precinct training with new videos and hands on training afterwards?

There are some assembly and functionality changes to the pollbooks for those 5 larger precincts; I thought about holding a small in office 1 hour training on just the pollbooks?

**Machine Testing Dates:** Usually 1-2 Days to complete all machines; usually after Election Official Training. The week of October 17<sup>th</sup> or 24<sup>th</sup>. We could also do it earlier, or before training the last week of September, IF the Election Programming materials are here.

**New Election Officials - Assign new Election Officials to Precincts**

**Registrar Annual Review - Electoral Board**

Further Discussion as needed