



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

BOARD MEMBERS

Sandra Gilbert, Chairman
Lester Terry, Jr., Vice Chairman
Brenda S. Arthur, Secretary

MEETING AGENDA

Wednesday, August 9, 2017

1: P.M

- 1. Call to Order**
- 11. Approval of Agenda**
- 111. Old Business**
 - Approval of minutes from June 14, 2017 meeting**
- IV. New Business**
 - A. Reports and Updates from Registrar**
 - B. Comments: Annual Veba Conference**
 - C. Appointment of Officers of Election**
 - D. (Closed Session) Annual Registrar's Performance Review**
- V. Other Business**
- VI. Adjournment**



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The Electoral Board of Pittsylvania County met on August 9, 2017, , at the office of the Board, at 1:00 p.m. All Board members were present.

Motion was made by Brenda Arthur, seconded by Lester Terry and unanimously carried to approve the Agenda as presented. Motion was made by Lester Terry to approve the minutes of the June 14, 2017 meeting The motion was seconded and unanimously approved.

Under new business, a report and update by Kelly Bailess, Registrar was given. A copy of her report is attached to these minutes. Mr. Terry then commented on the VEBA meeting in Richmond and said that he had learned a lot. One thing was that the Board of Supervisors need to work with the Electoral Board on matters.

Ms. Bailess then advised the Board that she had met with Dean Fowler, Chief at Blairs Fire Department. He said he has parking issues in front of the bays on Election Day and wants us to make sure this does not happen again.. She also met with the Chief at Bachelor's Hall. We can continue to use the building, but he wants a contract with the County for us to use the facility. Mike Shelton, the Chief of 640 Rescue Squad, wants us to move to the Community Center next to the 640 Rescue Squad Building. It is owned by Riceville Baptist Church. There is to be a meeting there tonight and he will let Ms. Bailess know the outcome. The biggest issue he has is the candidates' signs being left at the station and his members having to take them up.

Ms. Bailess also advised that we need to update the Security Plan as all voting equipment is now housed at the building on Depot Street. She has the only key to the rooms where the equipment is stored. She also advised that we will be able to have our Election Official Training at the Chatham Community Center on Main Street as it is now owned by the County.

The Board and Ms. Bailess set the following dates and times for training:

Tuesday, October 10, 2017	5:00 p.m. to 8:00 p.m.
Wednesday, October 11, 2017	10:00 a.m. to 1:00 p.m.
Thursday, October 12, 2017	10:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m.
Friday, October 13, 2017	10:00 a.m. to 1:00 p.m.
Monday, October 16, 2017	1:00 p.m. to 4:00 p.m. and 5:00 p.m. to 8:00 p.m.
Tuesday, October 17, 2017	5:00 p.m. to 8:00 p.m.
Wednesday, October 18, 2017	10:00 a.m. to 1:00 p.m.
Thursday, October 19, 2017	10:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m.

Ms. Bailess also said that she wants to bring in all workers in the CAP Precinct for training. Since Brian Faison is not with us any more, the workers were not sure how to do the paperwork at the end of the night.

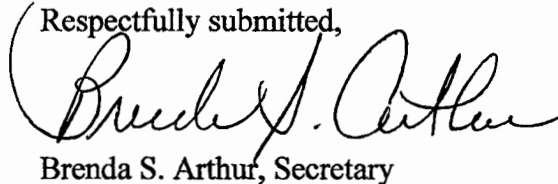
There were three Election Official Interest forms to consider and the following appointments were made:

Veronica Berrios	N	Climax, #206
Nikita Calloway	D	Central, #301
Nancy Eanes	R	Dan River, #404

The Board then went into Closed Session at 3:45 p.m, in order to conduct the annual review of Ms. Kelly Bailess, General Registrar. The Board came out of Closed Session at 4:30 p.m. having completed the review. THE REPORT IS CONFIDENTIAL.

There being no further business to come before the meeting, the same was adjourned at 4:30 p.m.

Respectfully submitted,



Brenda S. Arthur, Secretary

/ms

CONFIDENTIAL ATTACHMENT

Electoral Board Meeting 8/9/2017

Updates:

Elect Training: I learned a lot about online registration and the online systems that the state uses. We had over 300,000 more registration applications in VA in 2016 than we did in 2008. The state is improving their list maintenance checks with DMV and USPS to identify voters that have moved out of state.

Code changes – List of candidates is no longer by name, it is now by the filing date and time of completed paperwork. Which adds a new responsibility to the office.

ELECT is required to do a risk audit. Each locality will be selected randomly in the next 5 years to do an after election audit of all voting devices used. ELECT will send more guidance as they have it.

We discussed Cyber security and securing our emails, data and confidential information in our offices.

I attended a class about building relationships with local government and budgeting for Elections.

PrintElect Training: We received training on the ballot proofing and creation of our county's district lines to ensure ballot design is correct. We discussed ways to improve and streamline the process. We have learned that we can have the 11" ballot as opposed to the 14" ballot but there has been evidence that the 11" ballot is more likely to jam. We were shown new products and features that are available to us to improve the voting experience.

*57db
w/14" paper*

Fire Station Issues: All the fire stations except 3 have been more than willing to work with us. Blair's fire station has had an issue with the parking and traffic as well as candidate signs being left at the fire station. We are working to address this by adding signs and other resources. WE may need to make changes with the fire stations because of parking issues and voters parking in front of the bays, when there is a call, they cannot get their trucks out to respond to calls.

Bachelors Hall will allow us to continue use the meeting room for voting, however the Chief would like a MOU with the county. Mr. Smitherman has asked for us to enter an agreement with them. They are doing renovations and we plan to use the back side of the building which will be the new entrance to allow voters to park on the back side of the building as well.

640 Rescue Squad does not want us to use the rescue squad going forward. I have met with Mr. Smitherman and it has been mentioned that Riceville Baptist Church will allow us to use the community center behind the rescue squad. It is ADA compliant, ample parking with AC & Heat and completely separate from the church. I called the church but didn't get an answer so I called Bobby Walker is going to a meeting tonight to bring it to the deacons to see if they would allow us to use it for voting. He is going to call us tomorrow and let us know.

Election Officials to appoint: Interest forms

Security Plan: Move of Automarks to Depot Street, with 2 empty rooms for testing and storage.

Timeline for the next election:

- 7/28 100 day notice for November Election
- 8/14 remove media from machines to ship to PrintElect for coding
- 8/21-8/23 – VRAV annual training, Williamsburg
- 9/11 November General Early Voting Warning, - AB Email
- 9/15 Ballot Approval, ballot orders
- 9/22 Absentee Voting Begins
- 10/7 L&A testing complete
- 10/7-11-4 – EO Training time frame
- 10/16 Registration Deadline
- 10/28 Open for AB voting
- 10/31 5pm deadline for mailed Abs
- 11/4 Open for AB
- 11/4 Deadline for EB to train Eos
- 11/5 Download EPB files
- 11/6 Trustees / Chiefs pick up their supplies 8:30-5
- 11/7 – Election Day
- 11/8 – Canvass 10am
- 11/14 Canvass concluded if ID Provisionals
- 11/14 Import Voter credit
- 11/14 mail abstracts

Budget files:

- Receipts and bills showing expenses for reference
- Annual expenses for voting machines
- Overall budget estimates is attached for discussion.

Election Official Training:

Community Center is available all of October except during the day on Tuesdays.

We usually have more Eos attend the morning and evening classes. 3 precincts per training is about 9-10 classes.

Suggestions on training to cover ballot jams and malfunctions, completing the paperwork and what goes in each envelope. Ballot reconciliation, Scenario Trainings, role play with malfunctions.

Testing:

L&A testing must be completed by October 7th, it may be completed in 1 day, but we have many more ballot styles than in June, could take 2 days. CSA's office has meetings on Tuesdays and Thursdays.

Performance review:

Last year's evaluation & Accomplishments –

Review and submission to ELECT.

Other items as needed.

Budget break down of predicted expenses:

*Compensation and benefits of all Fulltime staff and Board members is set and paid and included in every budget.

130000 - Part-Time Salary: \$8000 - \$4800

- \$2400 per Election, which will allow for 1 P/T Assistant to work full time for 6 weeks around each Election. If we budget for 2 Elections, November & June = \$4800 + \$8000 for an average of 20 hours per week during the other times unless needed to cover the office for meetings, testing, training, or vacations. Total of \$12800 to meet the minimum of what's needed to operate. There will need to be added FICA and workman's comp funds at the county's % to account for the added income.

171000 - Election Officials: \$60,000 - \$3000-\$4000 transferable, IF we have a 2018 June Primary, If no Primary we will have \$25000-\$28000 available in this line.

Each Chief is paid \$175, we have had Co-Chiefs at several precincts for various reasons, average of 32 Chiefs per Election = \$5600 per Election, each Election Official is paid \$155, we typically have 4-9 officials as needed at each location. In smaller Elections we have 130 EO's to a Presidential where we have 200+ Officials needed.

- Average Expense \$ 25,000 per Election
- General Election: \$32,000 per Election
- Presidential Election: \$40,000 per Election

331000 - Repairs & Maintenance: \$6500 – depending on what is needed we may need additional funds to cover the need in this line.

- Four seasons pest Control – Monthly Service to the building \$360. \$30/Month
- Election Coding - Setup and deliver of media \$2000-\$4000 per Election, depending on the type of Election, the number of races and number of candidates.
- AutoMark Ink Cartridges: \$200 every 2 years
- DS200 Printer Paper: \$67 per Election (30 rolls plus shipping)
- DS200 Flash Drives: @ \$155 per drive when needed
- Office PCs, upgrades to computers, printers, software or equipment – Varies as needed – 3 year life span on each PC, All electronics need a bid from IT Dept. for best pricing at the time of purchase, \$700 for last PC purchased.

332000 - Svc Contracts – Misc. Equipment: \$20,000.00 - Total of required contracts = \$ 18,325

- Required - ESS Hardware & Firmware Annual Contract - \$13,970.00
- Required - BEC& EVID Pollbook Software Annual Contact - \$4000.00
- Required - Keystone – County Budget Software System: @ \$355.00
- Optional - Election Day Support – ES&S Equipment - \$4125.00 - *Is 2018 - AutoMark*
- Optional - BEC Election Day Support - \$1600.00 - *pollbook software*

350000 - Printing: Ballots - \$20,000.00 – If we have 2 Elections this year average expense total is \$10,000 total. Which will allow for about \$10,000 in surplus to transfer if needed.

- Primary: average \$3000
- General Election with local offices: average \$6000
- Presidential Election: highest possible amount at current rates - \$10,755 for 100% ballot order and Absentee ballots

521000 – Postage: \$4000 – We will need at least \$2000 more in this line to cover postage, we are never given enough to cover our postage, if we have a statewide mailing that expense will go up.

- All mail including notices, letters, EO mailings and Ballots: \$5000-\$8000 per year
***during redistricting or precinct change years, shipping cost as well as paper and envelopes go up.

523000 - Telephone: fee based of contract, no extra funds

542000 – Lease / Rental Buildings - \$2400 - \$1800 transferable

Mt. Hermon Courtyard: \$300 per Election = \$600.

550000 - Travel: \$7000.00 - Upon averages for meetings and travel total expenses range from \$ 6200 to \$10,000 depending on the cost of room rates, and the number of attendants, there are requirements by code of who must attend certain meetings and trainings.

- VEBA & VRAV Regional Meetings, Vendor Meetings, Training/Testing/Polling Place Visits & Meetings, Mileage + meals & tolls as applicable. Average total for all Board Member & GR = \$2200
- Annual Training – Richmond – Hotel, meals, mileage, tolls: \$475 - \$700 per attendant and receipts. (Government rate \$97 per night plus tax & fees)
- Annual Meeting VEBA Hotel plus meals and mileage = \$600-\$1142. Per attendants stay and receipts. (\$425 per night at Homestead)
- Annual Meeting VRAV: Hotel plus meals and mileage = \$400-\$600 per attendant and receipts. (Government rate \$97 per night plus tax & fees)
- VREO / CERA Certifications and training \$600-\$1000 per year per staff member, (VERO \$99 per class, per attendant with re-certification due every 2 years plus hotel, travel expenses) (CERA, \$200 per class per attendant, plus hotel, travel expenses)

581000 - Dues & Memberships: \$ 1160.00 \$360 + meeting registrations prices vary

- VEBA \$180
- VRAV \$180
- Registrations for VEBA & VRAV meeting- Average \$150-225 per meeting, per attendant

600100 - Office Supplies: 5500.00

- Paper \$400
- Mailing Envelopes \$580
- Election Supplies: Signs, tape, pens, labels, binders, paperclips, name badges, seals, forms, envelopes, supply bags, rubber bands, binder inserts - \$ varies based of the need for items as changes are made to manuals and supplies need to be replenished - average \$200-\$600 per Election; Note: Envelopes 1-8 are now our expense, ELECT is no longer going to provide them for us going forward, I am working with purchasing on pricing.
- Election Official Training refreshments: Coffee, water, muffins, crackers, \$300 per Election

600300 - Furniture & Fixtures: Cost and items vary based of need.

600500 - Copier Lease: Contracted lease plus cost of color copies, fixed rates, varies based off need.