

# **Minutes of the Rappahannock County Electoral Board Meeting**

## **June 13, 2022**

### **Call to Order**

The meeting of the Rappahannock County Electoral Board (EB) was called to order at 12:41 P.M. by Chair, Denise Chandler, at the Office of the Director of Elections, 262A Gay Street, Washington, VA 22747.

In attendance were EB members Denise Chandler, Chair (by phone); Ken Reid, Vice-Chair; and Robert Klaus, Secretary.

Also present: Kim McKiernan, Director of Elections.

Vice-Chair Reid proposed review of Draft Minutes May 4, 2022 meeting, which had been distributed for review by email. Minor revisions were inserted. After discussion, Reid moved to approve the 4 May Minutes. The motion was approved unanimously.

### **NEW BUSINESS**

1. Reports of the Electoral Board officers
  - a. (None)
2. Reports of the Director of Elections and staff
  - a. Deputy Registrar Position
    - i. Advertised 18 May
    - ii. Received Resume from Kendall Trout dated 20 May
    - iii. Registrar McKiernan interviewed candidate and offered her the job; offer was accepted on 12 June, but it will be a delayed start (1 July)
  - b. Election Official Recruitment
    - i. 7 new EOs have been recruited and referred to online training to establish a base understanding of their roles.
    - ii. It was suggested that we advertise in local papers for more recruits; the Registrar will look into this.

### **Chair Chandler had to leave the meeting.**

- c. Redistricting status
  - i. Our attempts to post the revisions were iterated extensively with the GIS consultant who is supporting our efforts, and have now been accepted by ELECT.
  - ii. The Registrar and the County Administrator will be working with the GIS consultant, in the future, to create an online lookup tool for voters and residents alike.
  - iii. New voter ID cards will be issued when newly assigned addresses can be verified and updated in the state database (VERIS) as a result of redistricting.
- d. Old laptops (former pollbooks)
  - i. The hard drives are being wiped and units are being restored to factory settings, after which they will be offered, in accordance with county policy #410, to other County Departments, Fire/Rescue organizations, then to 501(c)(3) charities. Any remaining units will be disposed of through surplus auction.

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3. Unfinished business and general orders

None

4. New business

- a. Office closure June 24, 2022 for off-site leadership training.
- b. Director of Elections Annual Performance Evaluation Forms
  - i. Forms distributed. We will convene again in July to complete evaluations.
- c. Office improvements
  - i. County surveyed the office, and a potential contractor estimated \$14K to replace flooring.
- d. Preparations for November General Election
  - i. Election Official Training
  - ii. Implementation of new procedures (as received)
  - iii. Potential improvements in procedures

5. Any Further Business

- a. A long-term Rappahannock voter, whose property spans Rappahannock and Culpeper Counties, built a new home on the Culpeper side of their property and now reside there. The redistricting effort resulted in them being updated to Culpeper voters by the Culpeper Voter Registration Office. The Registrar informed them that the Culpeper registration is correct. The Board concurred.
- b. The Registrar is working with the County Administrator to enable our Office to post Minutes and update our county web page directly.

**Chair Chandler rejoined the meeting telephonically.**

**ADJOURNMENT**

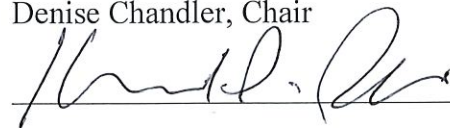
The meeting was adjourned by the Chair at 1:38 P.M. The next EB meeting is tentatively scheduled for 1 July, 2022.

Respectfully submitted,  
Robert Klaus, Secretary  
Rappahannock Electoral Board  
May 4, 2022

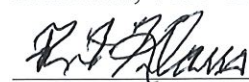
**APPROVALS:**



Denise Chandler, Chair



Ken Reid, Vice-Chair



Robert Klaus, Secretary