

# Westmoreland County Electoral Board Minutes

June 6, 2019

Called to Order at 9:00

Voter Registration Office

Attending - Barry Millward, David Lorms, Katherine Craig, Dawn Jenkins.

Approval of the minutes from May 2, 2019. The minutes were approved without corrections. Motion to approve by David Lorms and seconded by Dawn Jenkins.

Review of Election Preparation Checklist. Dawn Jenkins has us up to date on the checklist.

## Old Business

The meeting with the Colonial Beach Officials went well. Instead of keys we will be issued a key card before each election and will expire after the election. The board would like to thank the County Maintenance Ronnie and Dan for moving the cage from Town Center to the Colonial Beach High School.

We discussed the Training session and felt it went well. The L&A testing also went well, but maybe next time plan 2 days and first day coinciding with setting up CAP.

Discussed any concerns with June 11th primary. Mr. Wallace McGinnis is in the hospital and his son will do all the deliveries. We will send a Get Well Card to Mr. Wallace McGinnis. Should we have a backup custodian for future illnesses? Also during the Chief's meeting we were asked to see if the Custodians would not rush them at the close of the Election night. We decided that we need an updated Emergency Contact (day and night) list for all our precincts and alternates. Herr's Chips donated chips for our Election Officers on election day.

## New Business

We appointed Dawn Jenkins, General Registrar to a four year term commencing July, 1 2019 pursuant to 24.2-110. David Lorms made the motion and Kathy Craig seconded the motion. Passed on a verbal vote. Barry Millward commended Dawn Jenkins for all her hard work.

We will hold a after-action roundtable with the Chiefs and Assistant Chiefs from all 8 precincts on June 27th at 3:00 pm. For those that can not attend they can send in their observations. We have also set the date of Oct. 1 & 2 as full training days for the Nov. election.

Other information discussed was what do we do if someone gets sick the election morning and we also discussed that the Chiefs and Election Officers work for the Electoral Board. We will hand out our business cards to the Election Officers so they can contact us for any issues.

After the election we will focus on the Regulations. Kathy will contact Matthew at Elect and get an updated training list.

Our regularly scheduled meeting falls on 4th of July so our next Electoral Board Meeting will be on July 11, 2019.

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Meeting adjourned at 11:20



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Barry Millward



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David Lorms



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Katherine Craig