

Franklin County Electoral Board
Meeting, Tuesday, September 20, 2016

DRAFT Minutes

Dean Stone called the Franklin County Electoral Board to order on September 20, 2016, at 9:05 a.m. in the Conference Room of the Franklin County Registrar's Office. Present were Electoral Board members, Jody Brown, Keith Hubbard, Dean Stone, and Director of Elections, Kay Chitwood.

On a motion from Hubbard, seconded by Stone, the Board unanimously approved the minutes from the July 13, 2016, meeting.

Brown moved to accept the contract from Atlantic Election Service, Inc. for 2016 – 2017. Hubbard seconded the motion. The Board discussed the increases in fees for service, the timing for receiving the contract, and the quality of service that Atlantic Election Service provides. The Board asked Chitwood to query Atlantic Election Service about the increase in fees and the timing of the presentation of the contract and to compliment them on the service they have provided. The motion passed unanimously.

Chitwood presented the full list of potential Officers of Election. Brown moved to accept the entire list for mailing this week; Hubbard seconded the motion. Chitwood explained the process for assigning specific people to specific precincts, the distribution of Officers of Election by party, and the adjustments her office makes after proposed Officers of Election return their forms and experience various emergencies prior to the election. The motion passed.

Chitwood reported that all the approvals for moving the Ferrum Precinct voting place to Ferrum Elementary School are complete, that her office has mailed notices to all registered voters in the precinct, and asked where the Board wanted the electronic messaging board placed prior to the election. The Board agreed that the messaging board should be at the Ferrum Elementary School. It asked that a paper notice be posted in the Rescue Squad Building directing voters to the Ferrum Elementary School.

Chitwood reported on the changes to the office. The Board is very pleased with the design, additional space, and additional security the alterations provide.

Chitwood informed the Board that she will be calling in a few Officers of Election to help prepare materials.

Chitwood asked whether the Board still wanted to meet with the precinct chiefs prior to the election. Brown pointed out that much of the material we ordinarily cover in training pertains only to the chiefs. The Board agreed that having a training session with just the chiefs would improve both their training and the training of other Officers of Election. The Board asked Chitwood to set up a Chiefs meeting on October 18 from 5:30 to 6:30 in the Franklin Center if it is available or in any other appropriate space if it is not. If any Chief cannot attend that day, Chitwood will ask the Assistant Chief to represent that precinct. Chiefs who wish the Assistant Chiefs to attend will be encouraged to invite them.

Brown presented the voter information sheets for final editing. The Board approved the wording as presented. Brown and Chitwood will oversee the printing and laminating of 1,200 handouts.

Brown presented the draft of the Jeopardy game, "1H + 4 W's = November 8!" The Board agreed that Chitwood, Campbell, and Brown will review and modify the training game.

Brown asked if anyone had suggestions regarding the draft precinct checklist. Stone, Hubbard, and Chitwood will review it in detail.

Hubbard asked about final dates for canvassing. Chitwood explained that her office will do all in its power to provide the Board with the necessary information about Provisional Voters so that the Board can complete its work on Thursday, November 10. If an additional day is necessary, the Board will reconvene on November 14. The Board will convene at 9:30 am on November 9 with the first order of business the initial Provisional Ballot meeting. It will begin canvassing precinct reports as soon as possible after the close of that meeting. It will continue its work beginning at 8:30 am on November 10. It asked Chitwood to alter the notice that voters and the public receive about the timing of those meetings.

There being no further business, Stone adjourned the meeting at 10:59 am.

Respectfully submitted,

Jody D, Brown, Secretary

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