

## RAPPAHANNOCK COUNTY ELECTORAL BOARD

Minutes of Meeting Held on December 5, 2018

A meeting of the Rappahannock County Electoral Board was held on December 5, 2018. In attendance were Denise Chandler, Chairperson, Judy DeSarno, Vice Chairperson, Hurley Smith, Secretary and Kimberly McKiernan, Director of Elections (Registrar).

The meeting was called to order by the Chairperson at 11:10 a.m.

The Secretary presented to the meeting minutes of the meeting of the Board held on November 29, 2018. Upon motion duly made, seconded and unanimously carried, the minutes were duly approved.

The meeting then finalized arrangements for an Election Official appreciation event scheduled for December 10, 2018 at the Washington VFD Event Hall.

The Board moved to a discussion of various suggestions to improve required training for Election Officials. Items included several proposals for a revised format for the meeting, appropriate handling of issues that may have arisen in the most recent election and improvements in the method of providing training materials to participants. It was concluded that the Board would assume responsibility for establishing the format for future meetings and would arrange for assembly and binding of relevant training materials.

The meeting then discussed establishment by the Board of procedures for handling certain types of election day voter complaints, possibly involving illegal electioneering, disruptions at the polling place, actions impeding voters and voter intimidation. In general, two types of voter complaints were discussed, those able to be corroborated by an election official or other person and those made by a voter without corroboration. The Board concluded that at a bare minimum all voter complaints must be made in writing as soon as possible after the alleged incident and if communicated to an election official the incident must be described in an incident report. Hurley Smith undertook to research various Department of Elections voter complaint forms, including on-line complaint forms, to determine whether they would provide an appropriate template for the proposed procedures. He also agreed to research the privacy implications of such forms and procedures.

The Registrar presented to the meeting communications with Absolute Clean mold abatement company, including reports and tests, regarding a serious mold problem at the Registrar's offices. Also presented were communications with the County Administrator regarding the same problem, including several questions raised by the County Administrator concerning Absolute Clean's reports and tests. After discussion it was concluded that the Chairperson would arrange a meeting of the Board, the County Administrator and a representative of Absolute Clean to discuss the problem and reach agreement to resolve the problem.

There being no further business, the meeting was duly adjourned at 12:19 p.m.

Denise K. Chandler

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