



# Charles City County

Charles City, Virginia 23030

## Electoral Board

Barbara Hayes  
Chairwoman

Gerald Barnes

Vice-Chairman

Kevin Sullivan  
Secretary

## Meeting Minutes

February 3<sup>rd</sup>, 2022

11:00 AM

**Government Administration Building - 10900 Courthouse Road, Charles City, Virginia 23030**

### Call to Order

The regular meeting of the Electoral Board was called to order by Vice-Chair Kevin Sullivan presiding. New electoral board appointee Gerald Barnes, Vice Chair Kevin Sullivan, Secretary Barbara Hayes, General Registrar Denay Harris, and Tamara Brazile assist registrar. Additional attendees were Irene Churnings a Representative of the Charles City Republican Committee.

### Electoral Board Reorganization

Barbara Hayes will now be Chairwoman of the Electoral Board, Gerald Barnes will now be Vice Chairman of the Electoral Board, and Kevin Sullivan will now be Secretary. Secretary Sullivan motioned to accept these organizational changes to the Board; Chairwoman Hayes seconded, all were in favor, motion passed.

### Changes to Office of Elections

#### Meeting with Board of Supervisors

Registrar Harris met in a closed session with the Board of Supervisors on January 11, 2022. She also disclosed that the Board of Supervisors would like to meet with the Electoral board to discuss future elections.

#### Americans with Disabilities Act Compliance

Registrar Harris stated that the Office of Elections is working with the Department of Public works to move offices within the building by Friday, February 11, 2022; the move will be advertised on the county website. The office will be placed next to an automatic door and a wheelchair ramp within ADA guidelines, making the office ADA Compliant. Registrar Harris will be providing the state board with correspondence showing that all ADA concerns have been resolved.

#### Signature Stamp for Secretary and General Registrar

Chairwoman Hayes motioned to order a new signature stamp for the new Secretary and General Registrar, Vice Chairman Barnes seconded, all were in favor, motion passed.

### Upcoming Elections

#### Potential June Primary

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Registrar Harris informed the Board that there is potential for an election on June 21, 2022, in Charles City County. The State board will let localities know by Sunday, February 6, who will have a June election.

### Election Officers

Electoral Board will take under advisement. Registrar Harris informed the electoral Board that more election officers are needed and recommended a potential mass mailing and advertising on the county website for recruitment purposes. The Electoral Board will take under advisement. The Electoral Board will also reach out to current election officers from their respective districts to ensure they are still interested in working elections. Registrar Harris also brought to the Board's attention the need to create a training schedule for all elected officers.

### IT Discussion

Registrar Harris recommended that one person from the Department of Information Technologies be sworn in as an election officer from the beginning of early voting until Election Day. Electoral Board will take under advisement.

### Redistricting

Registrar Harris informed the electoral Board that Charles City County would be outsourcing their portion of redistricting.

### Public Comment Period

1. Churnings commented that the old courthouse might not be an ADA compliant satellite office during early voting due to a non-compliant wheelchair ramp and door outside of the facility. Mrs. Churnings expressed how pleased she was with the changes made to voter registration, and she looked forward to the upcoming changes.

### Next Meeting

Registrar Harris recommended a tentative meeting date of March 10, 2022. The Board will take under advisement.

### Adjournment

With there being no more business, Chairwoman Hayes adjourned the meeting.

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Barbara Hayes

Chairwoman of the Electoral Board

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Gerald Barnes

Vice Chairman of the Electoral Board

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Kevin Sullivan

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Secretary of the Electoral Board