

1 HANOVER COUNTY ELECTORAL BOARD

2 MINUTES

3 August 22, 2023

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5 The Hanover County Electoral Board met at 9:00 A.M. on Tuesday, August 22, 2023, in the early  
6 voting center at the Hanover County Government Center.

7 Mr. Carter called the meeting to order, then all stood and repeated the Pledge of Allegiance. Mr.  
8 Carter welcomed guests. Mr. Carter used an agenda prepared by Ms. Smithson for this meeting.

9 Present were:

10 Michael C. Carter, Chairman

11 Debra J. Agliano, Vice Chairperson

12 Robert N. Barnette Jr., Secretary

13 Teresa Smithson, Director of Elections/General Registrar

14 Chantelle Schaeffer, General Registrar Staff

15 Ms. Agliano made a motion to approval of the minutes of June Canvass and the emergency  
16 meetings. No second needed. Motion passed.

17 Next was the General Registrar's report. Ms. Smithson announced that Sheilah Frattini Deputy  
18 Registrar will be retiring November 9, 2023. Ms. Smithson introduced Chantelle Schaffer as a  
19 new employee.

20 Ms. Smithson talked about the new office building renovation and anticipated moves to get more  
21 operational space in one location.

22 Next on the agenda was List Maintenance. Ms. Smithson explained the process of updating and  
23 maintaining the Voter Registration Database. Ms. Agliano suggested adding to the minutes  
24 additional voter data to the minutes. The suggestions were accepted by common consent. As of  
25 this meeting, the county has 83,917 active voters and 2,742 inactive voters for a total of 86,659  
26 voters.

27 Next on the agenda was reformat the agenda template. Since the current agenda met the suggested  
28 requirements; no action was taken. Next on the agenda was the Canvass checklist review. Seeing  
29 that the current Canvass checklist was working fine, no changes were suggested. Next on the  
30 agenda under New Business was the delegation of duties to the General Registrar.

31 Ms. Agliano made a motion to give the Director of Elections the authority to order the number of  
32 required ballots for the General Election and to order printing of a sufficient the number of ballots  
33 she determines needed for the purpose of conducting the election. No second needed. Motion  
34 passed.

35 Ms. Agliano made a motion to give the Director of Elections the authority to determine the time  
36 Early Voting preprocessing start time of the CAP. No second needed. Motion passed. Ms.  
37 Smithson reported that the previous primary election Early Voting costs were as follows; 973  
38 ballots were cast with a labor cost of \$1,085.42 per ballot.

39 Ms. Agliano mentioned that Ms. Smithson had completed the National Certified Elections  
40 Registrar Administrator Program. (CERA) (National Association of Election Officials) The  
41 Certified Elections/Registration Administrator is a professional education program that is unique  
42 in the elections profession. It is the only national program of continuing professional education  
43 which specializes in voter registration and elections administration. It is intended for those who  
44 want to demonstrate their dedication to excellence through a career-long commitment to  
45 improving their skills and staying at the top of this profession. Congratulations Ms. Smithson!  
46 Finally, Ms. Smithson summarized the staff's follow up action items as follows:

- 47 • Next EB work group meeting is scheduled for October 9, 2023, at 4pm.
- 48 • Schedule ADA polling locations site visits
- 49 • Provide Early Voting Center statistics
- 50 • Develop and schedule Officers of Election Tabletop Training program
- 51 • Speak with Clerk of Courts via Jury Duty questionnaire - Voter registration rolls cleanup
- 52 • Provide Voter registration statistics – timeframe from EB meeting to next EB meeting.  
53 See samples for formatting.
- 54 • Review General Registrar and Electoral Board Duties Review 2023  
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56 There being no further business, at 10:47 AM Ms. Agliano made a motion to adjourn, no second  
57 needed. Motion passed

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61 Submitted Respectfully,

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Michael Carter, Chairman

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Debra J. Agliano, Vice Chairman

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Robert N. Barnette Jr, Secretary,

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72 Attachments