

Amelia County Electoral Board  
Minutes – Thursday, February 22, 2018

Attendees: Mary Alice Williams, Board Chair  
Mamie Barley, Vice Chair  
Brenda Johnson, Secretary

Manda Gravley, Registrar  
Laura Spittle, Assistant Registrar

The Electoral Board of Amelia County met on Thursday, February 22, 2018 at 9:00 A.M. in the Registrar's Office. The meeting was called to order by Chairman Williams. The purpose of the meeting was to take action based on the results of the salary request to the Board of Supervisors.

Minutes of the February 6, 2018 meeting was approved with the noted corrections.

Brenda and Manda gave an update on their meeting with Carla as well as the County Administrator's recommendation that we submit our salary request for the candidate for the Registrar position to the Board of Supervisors at the February 21<sup>st</sup> meeting. A letter explaining the situation and requesting their support was drafted and a copy to be placed in the BOS packets. We attended the meeting and the Board of Supervisors unanimously approved our request. Chairman Williams extended the verbal offer to Peter Smith, he accepted and she will follow up with a written offer letter.

The Oath document was approved as well as the Certificate of Appointment. Manda reminded us that the Secretary must notify the State Department of Elections after Mr. Smith takes his oath.

First day on the job Chair Williams will assist <sup>MR. Smith</sup> She will meet with him and Carla regarding new hire paperwork and then introduce him to the appropriate county employees. Prior to his first day, Manda will meet with him and go over information that will allow for a smooth transition. Brenda will prepare rejection letters for the unsuccessful candidates.

Carla agreed to make some adjustments to the proposed <sup>FY 2019</sup> budget to allow for travel to the annual meeting and training for the new GR to get his certification.

We agreed to meet on Tuesday, March 6<sup>th</sup> at 10:00 AM for our annual reorganization meeting and to prepare for the June 12<sup>th</sup> primary. Officers of Election forms are due back on March 1<sup>st</sup>.

The meeting was adjourned at 10:10 AM.

Respectfully submitted,

  
Brenda H. Johnson, Secretary