

RAPPAHANNOCK COUNTY ELECTORAL BOARD

Minutes of Meeting held on March 6, 2019

A meeting of the Rappahannock County Electoral Board was held on March 6, 2019. In attendance were Denise Chandler, Chairperson and Hurley Smith, Secretary, constituting a quorum for the transaction of business.

The meeting was called to order by the Chairperson at 11:31 a.m.

The meeting was joined by Garry Curry, Jr., Rappahannock County Administrator.

The Chairperson presented to the meeting an Agenda setting forth information concerning the compensation proposal included as part of the Director of Election's draft 2019-2020 budget. A copy of the Agenda is attached hereto and incorporated by reference herein. The various Exhibits referred to in the Agenda are maintained in the office of the Director of Elections and also are incorporated herein by reference. There was extensive discussion of the compensation proposal including several questions raised by Mr. Curry and answered by the Electoral Board members.

There being no further business, the meeting was adjourned at 12:13 p.m..




Electoral Board Meeting 3/6/19
Rappahannock County Administrator
Garrey Curry, Jr.

AGENDA

Discussion of compensation as it relates to the Director of Elections

- Goal is to bring compensation of our Department head into line with other Rappahannock County Department Heads and staff
 - Exhibit 1- County Department Organizational Chart - Constitutional Officers and Director of Elections
 - Director of Elections (DOE) is not an elected office – who would conduct the election for that office? It has to be an appointed position
 - Electoral Board (EB) is appointed by the Rappahannock County Circuit Court and the EB appoints the Director of Elections
 - EB and DOE takes an Oath of Office to uphold the Constitutions of the Commonwealth and the United States
 - The Director of Elections serves the same population as Constitutional Officers
- Interim County Administrators Exit Report
 - No Job Descriptions for County Positions
 - EXCEPTION - Virginia Department of Elections has a comprehensive handbook including both the Electoral Board and Director of Elections job descriptions
 - Every DOE duty is outlined by the Virginia Department of Elections and each duty is mandated by Commonwealth law
 - Exhibit 2 - Virginia Code of Election Law Book
 - Exhibit 3 - General Registrar Responsibilities
 - Exhibit 4 - Specific DOE guides for daily tasks and conduction elections
 - Exhibit 5 – Tasks Associated with Voter Registration
 - Exhibit 6 – VERIS (Virginia Election and Registration System) – comprehensive database used by DOE and staff requiring knowledge of all laws, regulations, and forms pertaining to voter registration and elections
 - No Consistent Employee Evaluation System for County Positions
 - EXCEPTION - The Electoral Board is required by law to conduct an Annual General Registrar Performance Evaluation and submit our findings to the Department of Elections

- Exhibit 7 – Blank Annual General Registrar Performance Review and Appendix 3, copies of the Performance Evaluation Summary for the past 5 years as submitted to the Department of Elections
 - No Pay and Classification System in Rappahannock County
 - “Causes unfairness in compensation internally”
 - Salary of Rappahannock Constitutional Officers is NOT on parity with those in similar sized counties
 - Exhibit 8 – Compensation Board Constitutional Officers Budgets and Salaries
 - Supplements have been granted to the Constitutional Officers at least \$20,000 above the Virginia Compensation Board’s salaries based on the population and exceeding what other similar sized counties offer
 - Budgets list this as a market based increase
 - NO INCREASE via supplement for the Director of Election since 2007
 - Only change in compensation was a result of additional hours worked due to Commonwealth legislation making all part-time Directors of Elections full-time
 - Rappahannock County cost of living index is associated with that of Northern Virginia, not Madison, Culpeper, or Warren Counties
 - Exhibit 9 – Rappahannock News Article - County in the category of wealthier New York Suburbs
- Director of Election is a Supervisory/Managerial Position - 40+ staff
 - Oversees operations of the Office of the General Registrar under the supervision of the Electoral Board
 - Supervises and trains the Assistant Registrar
 - Oversees voter registration process including eligibility determination and denial notification process in accordance with State Board of Elections Guidelines
 - Conducts all local, state, and federal elections in accordance with Commonwealth Law
 - Supervises Absentee Voting and No Excuse Early Absentee Voting
 - Manages departmental budget to maintain an effective election program

- Oversees the maintenance of all voter registration records, correspondence files, and pollbooks in accordance with established record retention guidelines
- Ensures data from elections is accurately transferred from pollbooks to the State Board of Elections after each election for voting credit purposes
- Oversees the maintenance of the voter registration system to ensure that changes to election districts, precincts, and polling places are up to date
- Reviews, revises, approves, and submits all ballot styles for primary, special, and general elections prior to submittal to Department of Elections and printing
- Oversee candidates filings and campaign financing reporting consistent with State law and State Board of Elections Guidelines
- Attends comprehensive mandated training each year
 - DOE trains staff and 40+ Election Officials for every election to ensure proper and efficient performance of their duties
- Institutes new programs to streamline voting efficiency
 - Established a Central Absentee Voting Precinct
 - Researched and purchased new voting machines
- Implemented electronic pollbooks for accuracy and improved voter check-ins on election day
- Monitors, tracks, analyzes, and implements federal and state legislative initiatives with regards to election law
- Effectively communicates with constituents of Rappahannock County
- Involved in community outreach programs for voter registration (after hours)
- Maintains an appropriate work pace, focused on routine and complex tasks without distractions or compromising accuracy and completes tasks within the expected timeframe

The Commonwealth currently reimburses 69.8% for the Director of Elections and Electoral Boards' base salary, as it does for all Constitutional Officers based on population.

Due to the complexity of the Director of Election's position, responsibilities, legal consequences of failing to do the job correctly or follow code, plus the current increased legally sensitive workload, all analyzed by the Department of Elections and members of the General Assembly, it has been determined that compensation should be in parity with locality Treasurers.

The Electoral Board respectfully requests Rappahannock County correct this arbitrary disparity in salaries among our department heads in anticipation of a countywide pay scale.