



CITY OF HOPEWELL GENERAL REGISTRAR

REPORT

BOARD MEETING DATE: May 15, 2018

- General Registrar sworn in on May 8, 2018
- Swore in Alan Coles as Assistant Registrar as well as Betty Bogue
- Set up email accounts and VERIS accounts for myself as well as Betty Bogue for Voter Registrations;
- Met with Precinct Chiefs and Assistant Chiefs for introduction and to answer questions as well • well as preparations for upcoming June Primary;
- Inspected voting machines and received confirmation from Mr. Gary Fox that he has inspected the machines and will be available at 11:00 a.m. on June 11 for final inspection. He also confirmed that he will be available beginning at 5:00 a.m. on June 12 until the close of polls on election date assisting with the maintenance of the polling machine;
- Developed and advertised the Deputy Registrar Position for the Electoral Board;
- Interviewed and offered a pre-employment offer to an Assistant Registrar with approximately 35 years of experience
- Processed Personnel Action Forms for the Deputy Director and for the exit of Alan Coles, Assistant Registrar.
- Ensured that the final day ad had been published;
- Forwarded all FOIA information to the City's FOIA Officer and Attorney Stephen Calos;
- Continued reviewing and updating information needed to prepare for June Primaries;
- Made arrangements with the assistance of Mr. Alan Coles for the upcoming Virginia Department of Elections 2018 Annual Training; the training is to be held on Monday and Tuesday, June 25 and 26th respectively at the Doubletree by Hilton Hotel in Richmond, Virginia. Times of Training will be from 8:00 a.m. until 5:00 p.m.