**MINUTES**

**Preparation and scanning of Presidential Primary absentee ballots, Kent County Office**

**April 22, 2016**

**ATTENDEES:** Doris Young, County Director, J. Douglas Greig, Deputy County Director, Office staff and augmentees, no one from the public or media attended.

County Director Young called the meeting to order on April 22 at 3:03 p.m. County Director Young administered the oath, instructed the staff and augmentees on the procedures, and assigned teams.

The teams reviewed and prepared the ballots that the Kent County Office had received as of Close of Business on April 21.

County Director Young recessed the meeting at 5:12 p.m. until 3 p.m. on April 23, 2016.

County Director Young reconvened the meeting at 3 p.m. on April 23, 2016. No one from the public or media attended.

The teams scanned the ballots that they had prepared on April 22, and prepared the ballots that the Kent County Office had received on Friday.

County Director Young recessed the meeting at 6:26 p.m. until the call of the chair on Tuesday, April 26. He thanked the augmentees for their service since office staff would complete the scanning and preparation on Tuesday.

County Director Young reconvened the meeting at 1 p.m. on April 26, 2016. No one from the public or media attended.

The Staff prepared ballots that the Kent County Office received on Saturday, Sunday, Monday and Tuesday.

County Director Young recessed the meeting at 4:45 p.m. until April 26, 2016 7:45 p.m. for the staff and Election Day workers to prepared and scan ballots received after 1:00 p.m. April 26.

Mr. Nold tallied the decks at 8 p.m. and exported the absentee result files. He emailed the results file to the State Election Commissioner’s office at approximately 8:14 p.m.

County Director Young adjourned the meeting at 8:20 p.m.

Doris Young

County Director