



A special meeting of the Rockingham County Electoral Board was called to order at 1:00 PM on **Wednesday, September 27, 2023**, in the Registrar's Office annex by Chair Sandra Parks. Members attending included: Sandra Parks, Chair, and Susan Threewitts, Secretary. Rebecca Ruckman was absent due to being out of town. County Administrator Stephen King was asked to join this discussion since it would involve funds that were not budgeted.

**Polling Place Accessibility Checklist Required by ELECT**: As a result of ELECT's requirement for all polling places in the Commonwealth to undergo accessibility inspections in accordance with the Americans with Disabilities Act, Susan Threewitts invited Gayl Brunk, Outreach Director of Valley Associates for Independent Living (VAIL) was asked to attend the meeting to offer input and guidance toward the completion of this survey.

After some discussion about the specific nature of the survey, it was realized that Mrs. Brunk's services would be extremely valuable and necessary to meet this requirement.

As a result of this discussion, a motion was made by Susan Threewitts, seconded by Sandra Parks, to contract with VAIL--specifically, Mrs. Brunk--to inspect the 30 polling locations and present the findings to the board at a cost of approximately \$1,800, which will be paid by the County, as discussed with County Administrator King.

Respectfully submitted,

Susan C. Threewitts, Secretary



*Valley Associates for Independent Living, Inc.*

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September 29, 2023

Dear Ms. Gooden:

Thank you for the opportunity to assist the Electoral Board in the certification process of all polling sites. On Wednesday September 27, 2023 I met with members of the electoral board and County Administrator Stephen King to discuss the parameters. Below is my understanding of the agreement we have with the Electoral Board.

- VAIL will conduct ADA assessments on all 30 polling sites prior to November 1, 2023.
- VAIL will provide the checklists for each of the 30 polling sites prior to November 1, 2023.
- VAIL will provide recommendations as appropriate for any modifications or changes needed to ensure compliance with the ADA.
- VAIL will be reimbursed at the hourly rate of \$60/hour with an estimated 1 hour per polling site for a total reimbursement of \$1800.00 that will be invoiced upon completion.

Please let me know if you have any questions or concerns regarding the agreement and understanding of scope of work to be conducted. Thank you again for this opportunity to work alongside the Electoral Board.

Sincerely,

Gayl Brunk  
VAIL Executive Director  
ADA Certified Coordinator