

May 23, 2019

The Tazewell County Electoral Board met in the General Registrar's Office Thursday, May 23, 2019. The meeting was called to order by Vice Chair, Tom Brewster at 1pm as Chair, Cathy McClanahan was running a little late. Pleasantries were exchanged until 1:10pm when the Chair arrived, completing the full Board. Also present during the meeting was Director of Elections, Brian Earls and Deputy Registrar, Alicia Kitts. No members from the public were present. An agenda of business items was presented to the Board at the start of the meeting.

The motion to approve the minutes from the previous meeting was accepted by Cathy McClanahan, seconded by Sherman Cain; the motion unanimously carried.

Under new business was the annual performance review of the general registrar and appointment for the ensuing four years pursuant to § 24.2-109 and §24.2-110 respectively. A brief discussion between members concluded in a motion by Tom Brewster to dispense with the usual closed session on the evaluation. The Board was unanimous that Brian Earls work performance in the preceding year was exemplary and that his evaluation would so reflect. Moreover, the Board was unanimous with appointing him for another term. The Board thanked him and Deputy Registrar Alicia Kitts for their outstanding dedication to service above and beyond expectations.

Director Brian Earls provided details on a plan he developed to aid in recruitment of new election officials. He intends to offer an introduction session on June 3 at 6:30pm in the BOS room for new appointees and others who might be interested in becoming election officials. He intends to advertise the event through local free media. The Board agreed the proposal had merit.

Brief discussions ensued regarding three new election official applications received since our last meeting. Following the discussion Sherman Cain made the motion to approve all three; motion seconded by Tom Brewster and unanimously carried. Receiving appointments were Hailey Mullins, Elizabeth McDowell and Katie Salyers.

Director Earls updated the Board on budget concerns going into FY2020. With the possibility of four elections from November to November 2020 he estimates we could be up to 40k short. He intends to meet with Eric Young and Arlene Matney to advise them on the forecast.

The annual training for registrars, staff and Electoral Board members was discussed. The required training is set for June 24 and 25, however the sessions are divided with registrars on Monday while the EB session is on Tuesday. This arrangement would require extraordinary room costs as well as time loss with no meaningful benefit. The Board members decided travel separate from the staff was the most logical solution. The Board also agrees, depending on the availability of volunteers, to close the office as necessary no more than 4 days in 2019.

Director Earls updated the Board on the November general and special election lineup as of the moment. The final date for persons wishing to be candidates for the various offices is June 11<sup>th</sup>.

Discussions ensued on the notion of establishing satellite offices possibly at the libraries in Richlands and Bluefield. Director Earls will explore the logistics and report back to the Board for further consideration.

The Board was updated on the registrar office relocation project. Lease terms and arrangements have been worked out with the property owner with renovations to begin soon. With the cramped calendar after Sept 11 and a very busy next year the conclusion was Sept 1, 2019 was the date most compliable with the code and move requirements. The Board agreed the secretary should prepare a letter to the Board of Supervisors alerting them to the time constraints.

The Board heard from Deputy Registrar Kitts advising the website issues have still not been resolved. Tom Brewster made the motion to authorized the director spend up to \$500 as necessary to get a functioning site; seconded by Sherman Cain the motion unanimously carried.

Efforts to locate a suitable site for the Paint Lick precinct are continuing. The church of Latter Day Saints is one location under consideration with Chair McClanahan making contact arrangements with church officials.

There being no further business Tom Brewster made the motion to adjourn; seconded by Sherman Cain, the motion unanimously carried. The meeting was adjourned at 3:20pm

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary