

February 3, 2020

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Monday, February 3, 2020. The meeting was called to order by Chair, Cathy McClanahan at 2pm. Present for the meeting was Director of Elections, Brian Earls, Assistant Director, Alicia Kitts and Sherman Cain, Secretary. No members from the public were present. An agenda of business items was presented to the Board at the start of the meeting.

The customary vote to approve the minutes from the December 9, 2019 Board meeting was deferred until the next meeting. A draft copy ahead of the meeting did not go out as planned due to technical difficulties.

Director Earls informed the Board the January 2020 salary adjustment for the Assistant Director has not yet been implemented. At the request of Board members County Administrator Eric Young was invited to the meeting to give a status update on the merit increase request which has been in the pipeline for several months. Director Earls stated he was hopeful Mr. Young would arrive later during the meeting time for further discussion on the matter.

The Director and Assistant Director as well as the Electoral Board are very pleased with the new office and this meeting was the first in the new location. The larger contemporary work space, up to date technology infrastructure with ample parking and convenient location is a vast improvement to better serve the voting public.

The Board is very grateful for all the hard work done by Brian and Alicia preparing and planning that went into the relocation project and for the excellent workmanship by the county maintenance crew.

The Board was informed a budget of one thousand dollars has been appropriated for signage at the front of the new office and twenty five hundred has been approved for training room seating.

According to the Director, improvements on the rear garage equipment storage facility are continuing; the HVAC is up and running and everything is on schedule for occupancy following the March primary when the equipment will be returned from the precincts. The Director also declared security cameras are on site and awaiting installation.

Under new business the Director informed the Board he is working on the next year budget which is due February 14<sup>th</sup>. The Presidential Election is ahead which will have extraordinary election expenses with the addition amount of ballots needed and extra staffing at the office and polls.

The Board heard from the Director regarding legislative matters which are ongoing as of our meeting. Still up in the air are no excuse early voting (NEEV), photo id requirement change,

voter check in and a possible move of June primaries to the 3rd week of the month. We also heard the Town of Bluefield is requesting a charter change to allow a sixth council position.

Director Earls informed the Board of the security upgrades regarding Electronic Poll Standards.

A brief discussion ensued regarding the recent resignation announcement by Vice Chair, Tom Brewster. According to the message from Tom he was stepping down effective February 1, 2020. A list of potential successors has apparently been submitted to the Circuit Court, however the court has not yet acted.

Staff and Board member attendance at the Virginia Electoral Board Association annual meeting March 20, 21 and 22<sup>nd</sup>, 2020 was discussed briefly. The Chair advised she would not be attending. The Director and Assistant have not yet finalized a plan to attend. At this time only the Board secretary/VEBA district director will be attending.

Director Earls declared plans for voting machine delivery and return has been coordinated with the county crew. Further, an emergency preparedness planning meeting is being set up with the Sheriff's department officials.

The EB next reviewed and discussed a list of new election official applications recently received. Following the review and discussions Sherman Cain made the motion to approve seconded by Cathy McClanahan; the motion unanimously carried. Approved were the following: Jessica Campbell, Leora Taylor, Jasmine Lowe, Kelli Roark, Timothy Roark, Eunice Roark, Phyllis Altizer, Kyndra Lambert, Judith Meade, Lorie Christian, Tabitha French and Michael Hager.

Discussions ensued regarding the reappointment of election officials whose terms expire shortly. Following the review and discussions Sherman Cain made the motion to approve reappointments, seconded by Cathy McClanahan; the motion which unanimously carried reappointed one hundred fifty-two officials.

The pay structure for election officials previously approved by the Board at the Sept 23 2019 meeting was discussed. Director Earls presented clarifying details of the list of tasks items and the corresponding pay 'menu'. The recommendation was a base of rate of \$150.00 for election officials; \$25.00 for serving as chief; \$25.00 for attending training; \$25.00 for picking up the portable equipment; \$25.00 additional for returning material on election night. This 'menu' plan option was to go into effect beginning with the 2020 cycle.

Director Earls has arranged the following dates and times for training of officials ahead of the March primary: Tuesday February 18, at 6pm; Wednesday February 19, at 9:30am; Tuesday February 25, at 6pm and Wednesday February 26, at 9:30am.

The next Board meeting will be at 4pm prior to election official training on Tuesday, February 25, 2020.

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County Administrator Eric Young was apparently not able to make the meeting. There being no further business a motion by Sherman Cain for adjournment was presented; seconded by Cathy McClanahan, the motion unanimously carried. The meeting was adjourned at 4:41pm.

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary