

July 27, 2020

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Monday, July 27, 2020. The meeting was called to order by Chair, Cathy McClanahan at 2: pm. Present for the meeting was Director of Elections, Brian Earls, Deputy Registrar, Alicia Kitts and Secretary, Sherman Cain with Vice Chair, Irma Mitchell arriving by 2:30pm. No members from the public were present for the meeting. An agenda of business items was presented to the Board at the meetings commencement.

A motion to approve the minutes from a prior Board meeting was made and seconded. The motion unanimously carried.

Director Earls and the Board had a general discussion on the annual training sessions and the status of legislative updates.

According to Director Earls the CARES Act funding for Covid19 related expenses in preparation for the November election is \$62,305.

Discussion ensued regarding the Cedar Bluff Town Hall precinct. The building layout, ADA compliance, access and parking inadequacies of the Town Hall are issues the Board has been concerned with for some time. The Board met previously with current Town Manager John Absher in hopes of a resolution. Anticipating a higher voter volume in November, and in light of the unresolved obstacles at the Town Hall, Electoral Board members, Director Earls and the Precinct Election Chief visited a possible alternative site on July 22, 2020. The Trinity Assembly fellowship hall, located at 503 Indian Creek Road, within the Town of Cedar Bluff appears to best meet all the precinct compliance and convenience requirements. Following the Board's discussion, a motion was made to recommend to the Board of Supervisors the Cedar Bluff precinct be relocated to the Trinity Assembly fellowship hall; the motion was seconded and unanimously carried. Director Earls will contact the County Attorney for preparations.

Director Earls advised the Board the Tazewell County School Board prefers we not use any active school as a precinct. Currently there is only one. No action was taken regarding this issue at this time.

The Jewell Ridge precinct was also visited by Director Earls and the Electoral Board members on July 22, 2020 whereby we met with the community building officials Doug Roberts and Ashley Gilbert. There have been HVAC, ADA access and amenity issues plus complaints from the election officials regarding this location. During the visit and inspection Mr. Roberts made recommendations on repairs and maintenance items to eliminate some of the problems and improve conditions for voters and the election staff. Following the inspection the district supervisor and the county maintenance crew were advised of the recommendations and assistance requested.

Director Earls updated the Board on the current number of election officials. Currently we are below the number he would like but recruitment is continuing. Chair McClanahan suggested

perhaps a monetary award for referrals from our election official roster might be a good incentive. Director Earls advised he is holding an orientation on August 4 at 10am and 6pm for new applicants and those folks who may be are considering becoming officials.

The Board next reviewed the current list of recent official applications. Following discussions a motion was made to accept the entire list; the motion was seconded and unanimously carried. Approved were the following: Ashley Gilbert; Alice Pearce, Jacqueline Lewis, Diana Kelly, Kaitlyn Phillips, Suzanne MacNaughton and Kaytha McKeel.

The Board agreed on an 11:30am canvas time post-election. The decision on pre-process and start time of Central Absentee is to be decided by the Director once the volume of ballots begins to become apparent. The Board agrees with the Director's recommendation for up to twelve central absentee officials.

The Board heard from the Director on Covid19 preparations. Requests to the state have been submitted for PPE and are expected to be granted. Also he is going to seek the help of the Medical Reserve Corps if they are available. The trial run of two way radios used at the primary was beneficial and hopefully can be utilized for the November election.

The next item of business was the annual performance review of the General Registrar. Chair Cathy McClanahan made the motion to go into executive session; the motion was seconded and unanimously carried. The purpose of the executive session was pursuant to and in compliance with §24.2-109.1 of the Code of Virginia which provides that the “electoral Board shall conduct an annual performance review of the general registrar. Director Brian Earls then left the room.

Upon conclusion of the business of the closed session Chair Cathy McClanahan made the motion to reconvene to open session; the motion was seconded and unanimously. Director Earls returned to the meeting room. The Tazewell County Electoral Board hereby adopted the following resolution read by Chair Cathy McClanahan

Certification of Executive/Closed Meeting

WHEREAS, the Tazewell County Electoral Board has convened an executive/closed meeting on this date pursuant to an affirmative vote and in accordance with The Virginia Freedom of Information Act; and WHEREAS, 2.2-3712 of the Code of Virginia requires a certification by the Tazewell County Electoral Board that such executive/closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED, that the Tazewell County Electoral Board hereby certifies that, to the best of each member’s knowledge, (i) that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive/closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Tazewell County Electoral Board. Ayes: All three (3) Cathy McClanahan Chair, Irma Mitchell Vice-Chair, Sherman Cain Secretary.

The Board went over the performance review with Director Earls giving him high praise with many thanks and emphasized the value of professionalism and excellent service he and his

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dedicated Deputy Registrar has provided to the citizens of Tazewell County the past year.

In other business the Board next heard from the Director concerning the monthly costs of an office fax line which has not been in use since the office relocated. The line is at the pole but not wired into the office but the office is charged for it just the same. The Board discussed the lack of need for such an antiquated mode of communication. Following the discussion points the motion was made to discontinue the fax line; the motion was seconded and unanimously carried.

The Board inquired as to the status of security cameras, fire and intrusion alarms in the equipment room and the registrar office. Director Earls declared they system has still not been set up. The Board stressed that security of vital infrastructure is of utmost urgency and importance. Director Earls will follow up on a timeline complete this task as soon as possible.

The next Board meeting date is to be determined. There being no further business a motion to adjourn was made; the motion was seconded and unanimously carried. The meeting was adjourned at 5:35pm.

Respectfully submitted:

Chairman

Vice-Chairman

Secretary