

July 20, 2021

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Tuesday, July 20, 2021. The meeting was called to order by Chair, Cathy McClanahan at 1:10 pm. Present for the meeting was Director of Elections, Brian Earls, Deputy Registrar, Alicia Kitts, Secretary, Sherman Cain and Vice Chair, Irma Mitchell. No members of the public were present to observe the meeting. An agenda of business items was presented to the board at the commencement of the meeting.

APPROVAL OF MINUTES:

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

OLD BUSINESS:

ELECTRONIC POLL BOOKS: The Board heard from Director Earls on the recent demonstration of equipment by sales representatives from KNOWink and he gave each member a book outlining equipment features and images. The upgrade to new equipment must be complete by July 2022 but a look see of other providers is yet to be done.

SECURITY SYSTEM: The Board was informed the budget is approved for a system and he is currently in the process of determining the features needed for the many aspects of building and equipment protection and safety.

DROP BOX: The Director is preparing the acquisition of a drop box portal similar to a bank night depository for the purpose of after-hours ballot delivery. Discussions ensued over the need for a security camera at the drop box location as well as additional night lighting in the parking lot. Additional lighting is needed for the safety of customers and illumination of the drop box window. Following the discussion a motion was made to approve a quality security camera be added at the drop box access along with lighting improvements in the area. The motion was seconded and unanimously carried.

NEW BUSINESS:

ELECTION OFFICIALS: New Applications. The Board reviewed and briefly discussed two additional election applications. Following the discussion a motion was made to accept both whereby the motion was seconded and unanimously carried. Approved were the following: Melinda Messer and Lisa Crouse.

NOVEMBER 2, 2021: The Board heard from the Director on the upcoming general and special election. The candidate filing deadline for the special election is August 13, 2021.

VEBA DISTRICT MEETING: A planned August combined Southern and Southwest district Virginia Electoral Board Association meeting was cancelled due a low response from board members in both districts.

ELECTIONS WORKSHOP: The Department of Elections is presenting an in-person workshop at the Salem Civic Center Wednesday August 18, 2021 and the Board was informed pre-registration is necessary and limitations on the number of attendees from a county has been lifted.

REDISTRICTING COMMITTEE: The first full redistricting committee meeting is set for July 27, 2021 at 6pm in the Board of Supervisors room.

REGISTRAR ANNUAL EVALUATION: The annual performance review of the General Registrar is due by August 1 each year. The Board Chair 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 whereby 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.

Director Earls was summoned back to the room whereby the Board went over the performance review, concluding by signing the review summary. The Board declared special acknowledgement and expressed praise for his exemplary work, professionalism and dedication serving the citizens the preceding difficult year.

OTHER BUSINESS:

NEXT MEETING DATE: to be determined

ADJOURNMENT: There being no further business a motion to adjourn was seconded and unanimously carried. The meeting concluded at 2:45pm.

Respectfully submitted:

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Chairman

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vice-Chairman

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Secretary