

January 4, 2021

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Monday, January 4, 2021. The meeting was called to order by Chair, Cathy McClanahan at 2 pm. Present for the meeting was Director of Elections, Brian Earls, 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.

PREVIOUS MINUTES:

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

OLD BUSINESS:

SALARY SUPPLEMENT: moved to new business.

NEW BUSINESS:

REORGANIZATION: The Director and Board members welcomed and congratulated Irma Mitchell recently re-appointed to a full three year term. In compliance with §24.2-106-B the Board briefly discussed reorganization whereby the nomination for Cathy McClanahan to again serve as Board chair was made, seconded and unanimously carried.

ELECTIONS 2021: The Director and Board members discussed a special election to fill the vacancy of the late State Senator Ben Chafin. At this time there has been no word on when the governor will issue a writ for that election. Because of the senate vacancy there is a possibility Tazewell will have four elections this year.

SECURITY PLAN: The Board reviewed and discussed the security plan prepared by Director Earls. He informed a security light has been installed in the back of the office building so the surveillance camera can see the equipment building exterior at night. The Board is concerned the equipment building needs an intrusion alarm, a fire alarm and a fire suppression system. The Board suggested budgeting for these items. Efforts to remove surplus office equipment and miscellaneous items from the machine storage building will continue until completion.

BUDGET/SALARIES: The Board had questions regarding a supplement to the registrar's salary above what the states compensation plan is. Discussions ensued with the Board

commending both the Director and the Deputy Registrar for the excellence in service beyond any expectations during the previous most challenging year. The Board agreed the professional talent the office currently has is way under compensated. The Board learned from the Director supplemental salary adjustments are provided to registrars in several other 9<sup>th</sup> district counties as well as other offices throughout the state. The board did review the year to date election office budget documents followed by a lively discussion.

Following budget discussions and specifically the issue of salaries the motion was presented to provide an immediate supplemental pay increase for the Director of Elections of \$6,000 above the current states plan and further any future state compensation plan increases also be included in the Directors salary; the motion was seconded and unanimously carried.

A second motion was made for the Director to budget for a salary increase of \$2,000 for the position of the Deputy Registrar. That motion was seconded and unanimously carried.

POLLBOOK UPGRADES: The Director declared there is a need to upgrade the voting equipment software. Pollbook equipment will need replacement at an estimated cost for 60 at \$84,000.

ELECTION OFFICIALS: The Board reviewed and briefly discussed one additional election application recently received. Following a brief discussion a motion was made to accept Areta Hatfield; the motion was seconded and unanimously carried.

OTHER BUSINESS:

NEXT MEETING: Date to be determined.

There being no further business to discuss a motion to adjourn was made, seconded and unanimously carried. The meeting concluded at 2:32pm.

Respectfully submitted:

---

Chairman

---

Vice-Chairman



Secretary