

October 16, 2019

The Tazewell County Electoral Board met in the General Registrar's office Wednesday, October 16, 2019. The meeting was called to order by Chair, Cathy McClanahan at 2pm. Present for the meeting was Director of Elections, Brian Earls, Deputy Registrar, Alicia Kitts, Vice Chair, Tom Brewster and Sherman Cain, Secretary. County Administrator, Eric Young would be arriving later. No members from the public were present. An agenda of business items was presented to the Board at the start of the meeting.

The Board members had viewed a draft of the September 23, 2019 minutes prior to the meeting and had no alterations to the minutes as prepared. Tom Brewster made the motion to approve, seconded by Cathy McClanahan; the motion unanimously carried.

The Board agreed to await discussion of agenda items under old business until the arrival of Eric Young.

Director Brian Earls addressed the Board on Election 2020 emergency preparations advising he had met with Barry Brooks to begin the planning. The Board recommends coordination with the Sheriff to possibly include two way radio communications with repeater capabilities between roving Board members, precincts and law officials etc.

The Board heard Amonate upgrades/repairs were done or being done by the county maintenance staff. Director Earls advised pre and post-election machine delivery arrangements are being finalized. He advised the trailer provided by Kyle Hurt in the last cycle was not going to be available for this election but an alternate unit will be.

In other business Director Earls advised he requested someone from maintenance be on hand on Election Day in the event any mechanical issues arise.

Upon the arrival of Eric Young the Board was addressed on several pending matters. Discussions ensued on the current salary classifications for county employees and a clarification regarding the Board's recent endorsement of a salary adjustment for the Deputy Registrar. Mr. Young explained the reasons for the salary alignments for employees who work under his supervision. He further explained the process for adjustments for the registrars staff fall under the range of authority and budget of the Director of Elections. The Board and Director were grateful for the explanations and guidance on the process. Director Earls will be advancing on the budget refinements to address the salary adjustment the Board has previously voted on.

The Board heard from Mr. Young on the progress of the office relocation. The Board expressed gratitude for all that has been done so far on the new office and commended the excellent work by the county maintenance staff. After two years of discussions and planning the Registrar's office is finally moving from the present outdated location. The new office will

provide a spacious, contemporary work space with the latest technology and conveniences for the staff and, most importantly, the voters of Tazewell County.

Mr. Young advised preparations are on-going regarding the garage space for storage of the voting equipment. Two new overhead doors have been ordered to replace the worn out/damaged units. The Board indicated to Mr. Young the garage space still needs some tear out, electrical work, lights, installation of environmental systems, cleaning and painting. Mr. Young next addressed and updated the Board regarding signage, parking lot markings, furniture, phones and a security system for the new office.

USI, a company in Bluefield VA is moving its office to Princeton and has given the Registrar's Office several office chairs and file cabinets. Mr. Young will coordinate the pick-up and delivery of the items.

Under new business Deputy Registrar Alicia Kitts updated the Board on the current list of precinct assignments. The Board concurred with the assignment as presented. A list of six recently received election officials' applications was reviewed and discussed by the Board. Following discussions Sherman Cain made the motion to approve the list; seconded by Tom Brewster; the motion unanimously carried. Richard Heffinger, Kelly French, Brenda Click, Seekumarie Kellman, Jeff Speaks, and Amanda Remines all received appointment approval.

In final business the Board agreed to meet at 7pm election evening for receipt of the elections results and again at 1pm Wednesday for provisional ballots consideration and canvass. Following those decisions Tom Brewster made a motion to adjourn; seconded by Sherman Cain; the motion unanimously carried.

The meeting was adjourned at 4:38pm.

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary