

February 25, 2020

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The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Tuesday, February 25, 2020. The meeting was called to order by Chair Cathy McClanahan at 4pm. Present for the meeting was Director of Elections Brian Earls, Assistant Director Alicia Kitts, Vice Chair Irma Mitchell and Sherman Cain Secretary.

The Board and staff welcomed newly appointed board member Irma Mitchell assuming the unexpired term of Tom Brewster who recently stepped down. 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 the December 9, 2019 and February 3, 2020 board meeting was made by Irma Mitchell and seconded by Cathy McClanahan. The motion unanimously carried.

Irma Mitchell was brought up to speed on the prior issue of the salary adjustment for Assistant Director Alicia Kitts. After being delayed from Jan 1, 2020 the suggestion by budget committee and administration members now is the increase will be effective July 1, 2020. The board is patiently waiting the implementation.

Director Earls informed the Board a decision was made and subsequent order placed for the lettering for the front of the new office building. He also stated the security camera system will be installed by March 4.

The Virginia Electoral Board Association conference at Hot Springs Virginia commencing March 20, 2020 was discussed. The Director and Assistant Director stated they may go up for the Saturday session only.

Discussions regarding the division of Election Day precinct visits concluded with Irma Mitchell assuming the southern district visits. Sherman Cain will handle the precincts formerly done by Tom Brewster. Cathy McClanahan will continue visits as in prior elections.

Director Earls advised the Disability Law Center may have representative visiting precincts in our area to assess ADA compliance.

The Board reviewed and discussed election applications recently received. Following the review Sherman Cain made the motion to approve James Kitts and Anthony Hawkins. The motion was seconded by Irma Mitchell and unanimously carried.

Director Earls announced plans to have an orientation for newly appointed election officials and applicants. The purpose of Election Official 101 is to fully inform them of the duties and expectations so they fully understand well ahead of actual Election Day. The hope is to more

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smoothly plan scheduling and avoid last minute regrets. The tentative date is April 14, 202 at 6pm.

In final business the board agreed the next meeting will be the canvas on Wednesday March 4, 2020 commencing at 2pm.

The motion to adjourn by Sherman Cain was seconded by Irma Mitchell and unanimously carried. The meeting was adjourned at 5:30pm.

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary