

August 26, 2019

The Tazewell County Electoral Board met in the General Registrar's office Monday, August 26, 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. 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 June 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.

Director Brian Earls presented the Board with a proposed roster of precinct assignments for the upcoming election. Brief discussions concluded with agreement on the recommendations as presented.

Director Earls discussed the idea of possible revisions to the pay rates for the election officials looking to 2020. He is working on a formal proposal after this election cycle for the Board's consideration.

The Board next heard from Director Earls regarding reappointment of election officials terms set to expire the end of February 2020 with a primary scheduled March 3rd. He suggests the Board meet as early in February as possible to allow timely scheduling and assignments of the officials. The Board concurred and agreed to meet February 3rd 2020, with the start time to be determined later.

The Board reviewed and briefly discussed four new election official applications, followed by a motion from Sherman Cain to approve; seconded by Tom Brewster the motion unanimously carried. Brooke D. Bishop, KenDora LeVeaux, Christine Stowers and Nora C. Damron all received appointment approval.

Director Earls updated the Board on the final current qualified candidates for the general and special elections this November. He further declared Friday, August 30 is the deadline for ballot proof and ordering the six ballot styles for our election. The Board agreed to Director Earls recommendation of a 75% order.

L&A testing of the voting equipment is set for September 18th and 19th with the exact start time to be determined. Director Earls advised he will notify the party chairs. He also advised absentee voting starts Sept 20th.

As in past elections, voting equipment will be loaded for transport to the precincts starting Friday afternoon November 1st with storage at Nuckols Hall over that weekend. Delivery will

commence 8am Monday morning. Post-election the equipment will be delivered to the new registrar's office location on Riverside road.

Training for election officials is set for 6pm Tuesday, October 22nd and Thursday, October 24th. The Board agreed CAP start time will be 11am on Election Day.

Director Earls advised the annual Virginia Voter Registrars Association meeting starts September 6 and that he and Alicia Kitts will be out of the office. The office will be staffed by part time assistants while they are away.

The Board was updated on the deterioration of the entrance ramp at the Amonate precinct. Director Earls will contact county maintenance and the county administrator for a remedy. Tom Brewster advised he would contact the northern district supervisor as well.

In other business Sherman Cain suggested Deputy Registrar Alicia Kitts name and contact information should also be included on the office website and that the Board upcoming meeting notices be posted in addition to the bulletin boards in the courthouse.

Director Earls declared the Paint Lick precinct location ordinance passed and was approved with all paperwork sent to ELECT. He also advised office renovations at the new location are continuing with a move of the registrar's office tentatively set for Dec 1st. He followed that with a brief discussion on the budget for FY2020.

The Board agreed to meet again on September 23 at 2pm to conclude any pending matters ahead of Election Day. There being no further business Tom Brewster made the motion to adjourn; seconded by Sherman Cain the motion unanimously carried. The meeting was adjourned at 4pm

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary