

April 24, 2024

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Wednesday, April 24, 2024. The meeting was called to order by Vice Chair, Richard Street at 10:13am. Present for the meeting was Director of Elections, Brian Earls, Chair Irma Mitchell, Vice Chair, Richard Street and Secretary, Sherman Cain.

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.

AGENDA MODIFICATION:

A motion to approve the agenda be modified to proceed with other business items, while awaiting the arrival of officials involved with the Locality Election Security Standards, was properly seconded and unanimously passed.

UNFINISHED BUSINESS:

RICHLANDS PRECINCT: Director Earls has discussed the possible future move of the precinct out of its current location with the Richlands town manager and the police chief. The Director advised he was informed the move will not be happening anytime soon.

LOCALITY ELECTION SECURITY STANDARDS ASSEMENT:

Chair Irma Mitchell read the following: "I move that the Tazewell County Electoral Board enter into a closed session pursuant to VA Code Section 24.2-625.1(B) to discuss our Locality Election Security Standards Remediation Plan for 2024. This closed session is necessary to ensure the confidentiality of sensitive discussions. I further move that only members of the Tazewell County Electoral Board, as well as the General Registrar, County Administrator and Director of Information Technology for Tazewell County, be permitted to attend the closed session."

At the conclusion of the discussions Chair Irma Mitchell read the following: "I move to reconvene the public session. During the closed session, the Tazewell County Electoral Board discussed the Locality Election Security Standards Remediation Plan. No votes

were taken during the closed session. I further move that any minutes of the closed session remain confidential until such time as disclosure is authorized or required by law."

### **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) Chair Irma Mitchell, Vice-Chair Richard Street, Secretary Sherman Cain; Nays: None (0) Absent: None (0).

### NEW BUSINESS:

ELECTION OFFICIALS: The Board reviewed and briefly discussed recently received applications for election official appointment. Following a review of the applications a motion was made to accept the applicants; the motion was properly seconded and unanimously passed. Approved were: Zachary Taylor, Emily Gravely, Karla Kurtz, Tammy Smith, Josiah Macias, Melvin Johnson, Louise Kelly, JoAnn Davis, Johnetta Altizer, Connie McFarlane, Kristy Simms and Benjamin Buchanan.

IMPORTANT DATES: Director Earls and the Board discussed the following calendar and time items:

April 25, 2024 - 9am for L&A testing

May 3, 2024 - Early voting begins

June 11, 2024 - Pre-processing session 1

June 14, 2024 - Pre-processing session 2

June 20, 2024 - Provisional Ballot Meeting / Canvassing begins @ 9:30am

June 24, 2024 - Canvassing continued @ noon

Training is scheduled for 6pm June 3; 10am June 4; 6pm June 4 for newly appointed officials; June 13 10am and 6pm for chief and assistant chiefs.

PRECINCT VISITS: The Board agreed on the following: Irma Mitchell will cover the Eastern district and partial Northern; Richard Street will cover the Southern district and

partial Northern; Sherman Cain will cover the Northwestern district and partial Northern.

NOVEMBER 5, 2024 PRESIDENTIAL ELECTION: Director Earls advised preparations are underway for additional training opportunities for the chiefs and there are plans for multiple Election Official orientation sessions for new officials.

The Director also declared a tentative date of September 13, 2024 has been set for an emergency preparedness meeting with various state and county agencies.

ELECTION OFFICIAL COMPENSATION: The Board discussed the current number of Election officials presently sworn in and concerns were expressed over retention and recruitment ahead of November 5<sup>th</sup>. Following discussions, as an inducement to retain and recruit, a motion was made to bump the base compensation by \$40.00. The motion was properly seconded and unanimously passed.

PUBLIC COMMENT: No citizens appeared before the Board to speak.

NEXT MEETING DATE: The Board did not set a date for the next meeting at this time.

ADJOURNMENT: There being no further business a motion to adjourn was seconded and unanimously carried. The meeting concluded at 12:20pm.

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary

April 24, 2024