

September 23, 2019

The Tazewell County Electoral Board met in the General Registrar's office Monday, September 23, 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 August 26, 2019 minutes prior to the meeting and had no alterations to the minutes as prepared. Cathy McClanahan made the motion to approve, seconded by Tom Brewster; the motion unanimously carried.

The Board heard from Director Brian Earls and Deputy Registrar Alicia Kitts reporting the precinct assignments of election officials is on track for the upcoming election. The Board reviewed and briefly discussed four new election official applications, followed by a motion from Tom Brewster to approve; seconded by Sherman Cain, the motion unanimously carried. Debra Ann Clifton, Patsy Holmes, Betty Talbert and Margret Elam all received appointment approval.

The Board heard from Director Earls regarding upcoming National Voter Registration day Tuesday, September 24. He plans to be at Dogwood Crossing from 10am till 2pm with public notice in the Bluefield Daily Telegraph and Facebook. Director Earls is also working with officials at Appalachian Agency for Senior Citizens but no date or time has been established yet.

Director Earls reports arrangements are being finalized on scheduling and transportation of the voting equipment to/from precincts. The Board also briefly discussed and agreed on the value of having a post-election de-briefing with the Chief election officers. Director Earls will make plans accordingly.

Discussions regarding emergency planning ahead of the 2020 election cycle and new security plan and modifications needed as a result of the upcoming office relocation. The Board recommends early contact with police, fire, rescue and communications experts for 2020 emergency planning. Also with the new office and equipment storage facility the Board suggests a study for an intrusion and fire/water alarm system.

The Board next heard from Director Earls regarding details of the new county employee classifications and salary plan. A lively discussion ensued as to the classification status and salary range for Deputy Registrar Alicia Kitts. The assistant has not had a merit increase since she started despite a letter of request to then County Administrator, Patricia Green from the Board secretary for a merit increase at least two years ago. Following the discussion Sherman Cain made a motion to support Director Earls to pursue an immediate promotion title for Alicia Kitts to Administrative Assistant II with the commensurate salary bump to at least \$32,000 plus any longevity increase; motion seconded by Tom Brewster; the motion unanimously carried.

Director Earls addressed the Board on his proposal for revisions to the pay rates for the election officials. He is recommending \$175.00 base for chiefs; \$150.00 for election officials; \$25.00 added for those who attend training; \$25.00 added for picking up/returning the equipment. This 'menu' option would be effective beginning 2020 if the Board approved. Following brief discussions Sherman Cain made the motion to approve the structure as presented; the motion seconded by Tom Brewster unanimously carried.

The Board received a status update on the new office renovations. According to sources the office is on schedule for completion December 1, 2019; however a renovation of the garage storage area for the voting equipment has not yet been started. The overhaul of the garage area will need to include HVAC, lighting, wiring and likely replacement of the overhead doors which are in very bad condition. The Board concurs not to use the garage until it is secure so the equipment temporarily may have to come back to the courthouse following the upcoming election.

Director Earls informed the Board regarding other essential needs he sees for the new office. Signage, ADA compliant parking areas; furnishings, and a phone system are vital.. He is pursuing and reviewing proposals for outright purchase vs leasing of phone equipment and will contact Eric Young regarding the decision process.

The Board received an update on the ramp situation at the Amonate precinct. According the Director Earls the repairs to the deteriorated ramp will be made by the county staff.

Sherman Cain advised he will visit the Mundy Town precinct to ascertain if parking lot and entrance lighting has been upgraded.

The Board agreed the next meeting will be Wednesday October 16, 2019 at 2pm. There being no further business Tom Brewster made the motion to adjourn; seconded by Sherman Cain; the motion unanimously carried. The meeting adjourned at 4:23pm

Respectfully submitted:

Chairman

Vice-Chairman

Secretary