

March 30, 2023

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Thursday, March 30, 2023. The meeting was called to order by Chair, Irma Mitchell at 1pm. Present for the meeting was Director of Elections, Brian Earls, Chief Deputy Registrar, Alicia Kitts, 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.

UNFINISHED BUSINESS:

LOCALITY ELECTION SECURITY STANDARDS: The Director went over the remediation acknowledgement letter outlining the compliance steps already in place and identifying the items remaining for improvement or future completion. The Board did sign the letter as required by the due date of April 1, 2023.

VIRGINIA ELECTORAL BOARD ASSOCIATION ANNUAL MEETING: The Board and registrar staff attended this past weekend's training in Roanoke. Vice Chair, Richard Street declared he learned a lot during the very informative boot camp session he attended while there.

NEW BUSINESS:

VOTING SYSTEMS SECURITY POLICY: The Board reviewed and discussed the policy with the Director. The policy has been updated to reflect minor security improvements since last year.

OFFICE SECURITY: The Board and staff have taken many advances in security to reasonably protect our voting equipment and storage facility against various calamities. However, no such efforts have been considered for the office itself which is currently a wide open space environment.

Discussions ensued over hardening the office for the safety of the staff and the voting public. The Board members, Director Earls and Chief Deputy Kitts all had ideas on what might be done to better protect the office.

Following the discussions a motion was made for approval of the following items: provide a panic button with a direct link to the sheriff's office and/or the town police; installation of a counter top glass barrier with a electronic communication system; installation of a full view glass door with push bar at the end of the counter; installation of two metal doors with push bar and a secure locking system between the office and shared common training area.

The motion was properly seconded and passed unanimously.

ELECTION OFFICIALS: The Board reviewed and briefly discussed recent election applications. Following a brief discussion the motion was made to accept the list, properly seconded and unanimously carried. Accordingly approved were Deborah Smith, Billy Kidd, John Darling, Nancy Adam-Turner, Judith Mullins, and Shelia Ryan.

OTHER BUSINESS:

NEXT MEETING DATE: To be determined as a need arises.

ADJOURMENT: There being no further business a motion to adjourn was seconded and unanimously carried. The meeting concluded at 2:40pm.

Respectfully submitted:

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Chairman

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Vice-Chairman

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Secretary