

May 26, 2021

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Wednesday, May 26, 2021. The meeting was called to order by Chair, Cathy McClanahan at 10 am. Present for the meeting was Director of Elections, Brian Earls, Deputy Registrar, Alicia Kitts, Secretary, Sherman Cain and Vice Chair, Irma Mitchell. 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.

OLD BUSINESS:

BUDGET: The Board heard updates on budget items for FY 2021/2022 from Director Earls. The budget for anticipated expenses for a part time assistant registrar, electronic poll book upgrades as well as an improved equipment room security system is mostly funded. An external ballot drop box set up, with access similar to an after-hours bank deposit slot, is also budgeted. The Electoral Board recommended a quality security camera as well as additional parking lot night lighting improvements for the drop box access area.

NEW BUSINESS:

ELECTION OFFICIALS: New Applications. The Board reviewed and briefly discussed four additional election applications. Following the discussion a motion was made to accept the entire list whereby the motion was seconded and unanimously carried. Approved were the following: Ronda Hale, Shawn McReynolds, Gerald Altizer and Heather Moore.

JUNE 8 PRIMARY: The Board agreed to conduct the canvas of votes commencing at 1:30pm Wednesday, June 9th with finalization of results Friday, June 11 at 2pm.

TRAINING: Director Earls advised there will be two training sessions for the election officials on June 1 at 2pm and again at 6pm. A make-up session will be scheduled at a convenient time to accommodate any official who cannot attend on June 1.

PRECINCT VISITS: The Board agreed to the spread of visits for each board member as in prior election cycles for the rest of the 2021 election season.

JUNE 15, SPECIAL ELECTION: The Board agreed to conduct the canvas of votes commencing at 1:30pm Wednesday June 16th with finalization of results on Friday, June 17 at 2pm. The special election is to fill the vacancy in the NW district Board of Supervisors slot.

NOVEMBER 2, 2021 GENERAL AND SPECIAL ELECTION: Director Earls reminded the Board the filing date for the November election is 7pm Tuesday, June 8th for the General election and 7pm August 13 for the Special Election in the Town of Richlands and Bluefield. The Board agreed to 1:30pm Wednesday, November 3rd for canvas commencement with finalization set for Friday, November 5th at 2pm.

ANNUAL EVALUATION: The General Registrar annual performance review is due by August 1st. The Board usually completes this task in June but agreed to postpone until after the two elections being conducted this month.

VRSS/MSS: The director briefly discussed the Voter Registration System Security/ Minimum Security Standards and Plan of Action and Mitigation (POA&M). Work is continuing on this complicated and lengthy plan.

OTHER BUSINESS:

FLAG POLE: The Board discussed and recommended the proposal be made to the Board of Supervisors for the erection of a 25' commercial grade aluminum flag pole capable of hoisting a 6'x10' flag. A total of \$500.00 has been pledged so far toward the cost estimated to be between \$1500 and \$2000. The busy work load of the 2020 election cycle precluded efforts to move forward on the flag pole project.

NEXT MEETING DATE: to be determined

ADJOURNMENT: There being no further business a motion to adjourn was seconded and unanimously carried. The meeting concluded at 12:30pm.

Respectfully submitted:

Chairman

Vice-Chairman

Secretary