

July 26, 2018

The Tazewell County Electoral Board met in the General Registrar's office Thursday, July 26, 2018. The meeting was called to order by Chairman, Tom Brewster at 1:00pm. Present for the meeting was Director of Elections, Brian Earls, Deputy Registrar, Alicia Kitts, Secretary, Sherman Cain, Vice Chair, Cathy McClanahan and Assistant County Attorney, Chase Collins.

The agenda prepared in advance of the meeting was reviewed. A motion to approve the minutes from the June 28, 2018 meeting was offered by Tom Brewster, seconded by Sherman Cain; the motion unanimously carried.

ACA Collins advised Electoral Board members and staff the suggested names of the proposed precinct consolidation for the Abbs Valley/Boissevain is Indian Valley. The proposed merger name of the Gap Store and Adria precinct is Mundy Town. The suggested names were favored by Northern District Supervisor Maggie Asbury.

Director Earls advised he had word from Western District Supervisor, Tom Lester who suggested Paint Lick as the proposed name of the combined Wardell and Pounding Mill precincts. The EB members were pleased with the suggested designation.

Discussions ensued regarding the recently announced closing of the Raven Elementary School, which currently serves as a precinct location. A motion was presented by Sherman Cain to recommend to the Board of Supervisors the Raven precinct be merged with the existing Richlands precinct. The motion presented was out of concerns of the future ownership of the building, which is reported to need extensive repairs, while also considering convenience, comfort and safety of the voters and our election officials; the motion seconded by Cathy McClanahan, unanimously carried. Attorney Collins advised he would make the necessary preparations.

The Electoral Board members next discussed the Springville Elementary School closing. The school building also serves as a precinct location. ACA Collins declared the building is apparently in good repair and has got the impression from School Board discussions they have no intentions to abandon it and will continue to make use of the building in the foreseeable future. The EB took no action at this time.

Director Earls informed the board the current copier lease with the R.J. Young Company is coming to an end. Director Earls stated he is very pleased with the service from Young Company. He added when he has needed service the local technician is quick to respond which is especially important during a busy election season when a breakdown could be critical. Director Earls will get a second quote before a final decision is made.

Director Earls spoke next about the EB stationary letterhead and presented an enhanced version for consideration by the EB. Following a brief discussion by the Board members Sherman Cain made the motion to approve the change to the letterhead format, seconded by Cathy McClanahan; the motion unanimously carried.

The Director advised the registrar's office will not close during the period of time he and Deputy Registrar, Alicia Kitts travel to northern Virginia for the Voter Registrars Association of Virginia (VRAV) conference August 6th , 7th , 8th and 9th. The office will be staffed by dedicated volunteers from the pool of election officials.

Director Earls explained the option and benefits of having ES&S available for Election Day support in the event of any equipment problem. Sherman Cain made a motion to have ES&S on site for Election Day support, seconded by Cathy McClanahan; the motion unanimously carried.

A general discussion of items related to the November 6, 2018 election regarding equipment delivery, canvass start time and procedure for write in tapes took place. The recommendation by Director Earls for a 1pm commencement for the canvass on November 7th was agreed to by the board members.

The absolute critical need for two 24' trailers for machine delivery pre- and post-elections was discussed. Tom Brewster made the motion to authorize Director Earls to seek quotes from available dealer for new units or like new pre-owned, Sherman Cain seconded; the motion unanimously carried.

Director Earls advised the board members the November election would likely have a lot of write in votes. He explained the procedure for returning the write in tapes to the office would be in white envelopes provided to the chiefs. He also explained the final date of August 17 for the Special Election/Referendum deadline would preclude finalizing ballots until that time.

The EB next reviewed and discussed three new election official applications recently received. Following the review Cathy McClanahan made the motion to approve all three as presented, seconded by Sherman Cain; the motion unanimously carried.

The EB acknowledged the passing of the husband of recently retired Board member Beth Grindstaff. Alicia Kitts will send a card to Mrs. Grindstaff on behalf of the Board and office staff.

Director Earls addressed the board regarding compensation for election officials relating to the breakdown of earnings for attending required training and working on Election Day. No action was taken at this time with the stipulation to revisit next meeting opportunity.

In other business a discussion took place whereby Sherman Cain reiterated the 2017 goals set by the Electoral Board at the end of 2016, i.e. getting new voting equipment and relocating the registrar's office/central absentee precinct out of the courthouse to somewhere more accessible to the voting public. The EB is pleased with the accomplishment of getting the new equipment and are hopeful, as we keep emphasis on the need, the relocation will be on the minds of the Board of Supervisors going forward.

Prior to going to the annual GR review phase of the session, Deputy Registrar, Alicia Kitts addressed the board whereby she conveyed how she loves her job and looks forward to coming to work everyday thanks to the effective leadership and stellar manager she has. She declared Director Earls is the best supervisor she ever had.

Chairman Tom Brewster made a motion to go into executive session; seconded by Sherman Cain; unanimously carried. The purpose of the executive session was pursuant to and in compliance with §24.2-109.1 of the Code of Virginia which provides that the "electoral board shall conduct an annual performance review of the general registrar". Director Brian Earls then left the room.

Upon completion of the boards' performance review discussions Chairman Brewster made the motion to close the executive session; seconded by Cathy McClanahan and unanimously carried. Director Earls returned to the meeting room. The Tazewell County Electoral Board hereby adopted the following resolution read by Chairman Brewster:

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) Chairman Brewster, Vice-Chairman Cathy McClanahan, Secretary Sherman Cain; Nays: None (0) Absent: None (0).

The Board went over the performance review with Director Earls and thanked him for his dedication and the exceptional job he, his Deputy and assistants have consistently done for the citizens of Tazewell County. Director Earls and Deputy Registrar, Alicia Kitts, along with the dedication of wonderful staff of election officials have set the gold standard for excellence in voting operations.

There being no further business to discuss Chairman, Tom Brewster made the motion to adjourn, seconded by Sherman Cain; motion unanimously carried. Meeting adjourned at 4:10pm

Respectfully submitted:

Chairman

Vice-Chairman

Secretary