

July 27, 2023

CALL TO ORDER:

The Tazewell County Electoral Board met in the General Registrar's office, 2848 Riverside Drive, North Tazewell, Virginia on Thursday, July 27, 2023. The meeting was called to order by Chair, Irma Mitchell at 2pm. 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.

OLD BUSINESS:

CYBER SECURITY TEAM: Director Earls reported the cyber security internship program term ends on August 7. The policy plans they developed are being finalized and will be forwarded to the Board of Supervisors for consideration. He added the interns work was impressive and, in addition to the policy recommendations, a grant for internet monitoring was applied for in the amount of 41k. The grant money is earmarked for internet traffic monitoring and analysis.

OFFICE PROJECTS: The Director announced the Electoral Boards recommendations for counter and office door security have been completed. The work remaining is replacement of two hollow core doors between the office and common area training room. Also, a long awaited parking lot street light was recently installed by AEP adding to the night visibility and safety.

NEW BUSINESS:

2023-2024 BUDGET: Director Earls addressed the Board on the budget for the upcoming fiscal year.

ELECTION OFFICIALS: One application was received and reviewed. A motion to approve Abigail Mitchell was seconded and unanimously carried.

POLLING STATIONS: The Board heard from Director Earls regarding the possibility of relocating the Richlands precinct from the Richland Police Department building.

Although no official move request has been made by officials of the Town of Richlands, it is still a possibility at some point.

An inspection of the Mundy Town precinct was made by the Board and Director Earls on July 18th. Some electrical outlets and lighting deficiencies along with a minor ADA signage issue was noted for corrective action. The usual house cleaning will also need to be done prior to the November election.

Director Earls heard from a Burkes Garden official who indicated the ramp access to the building needs some repairs.

The Board was informed of a future annual report to Richmond on an ADA compliance checklist.

EVALUATION OF GENERAL REGISTRAR:

The annual performance review of the General Registrar is due by August 1 each year. The Board Chair made the motion to go into executive session; the motion was seconded and 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 while the Board discussed the review.

Upon conclusion of the business of the closed session Chair, Irma Mitchell made the motion to reconvene to open session; the motion was seconded and unanimously carried. Director Earls returned to the meeting room. The Tazewell County Electoral Board whereby adopted the following resolution read by Chair, Irma Mitchell

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-Chairman Richard Street, Secretary Cain; Nays: None (0) Absent: None (0).

Director Earls was summoned back to the room whereby the Board went over the unanimously agreed on performance evaluation with the review concluding by the signing the review summary pages. The Board again thanked Director Earls for his ongoing dedication, conscientiousness to detail and deadlines, an exemplary attitude, work ethic, professionalism and dedication serving this Board and the citizens during the preceding year.

OTHER BUSINESS:

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 3:32pm.

Respectfully submitted:

Chairman

Vice-Chairman

Secretary