

December 9, 2019

The Tazewell County Electoral Board met in the General Registrar's office Monday, December 9, 2019. The meeting was called to order by Chair, Cathy McClanahan at 10am. 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 November 6, 2019 minutes prior to the meeting and had no alterations to the minutes as prepared. Tom Brewster made the motion to approve, seconded by Cathy McClanahan; the motion unanimously carried.

Director Brian Earls provided an office relocation status update to the Board. He declared the IT work is expected to finish hopefully within a week and the voting machine storage area is being rehabbed.

The assistant director salary adjustment was next discussed. Director Earls reported he has completed adjustments to the budget, made the business case for her value to the office as well as documented the standard pay for someone in the same role in neighboring counties. The Director is optimistic the first pay period in January will reflect the long overdue merit raise.

Sherman Cain advised he has solid commitments for \$500 in donations to erect a commercial flag pole for the front of the new office. Efforts at raising the unofficial estimate of two thousand dollars will continue.

Under new business Director Earls reported he, with assistance of Randy Mullins, are currently working on the required Election Infrastructure Assessment Tool ahead of the 2020 cycle.

A Democratic primary is already set for March 3, 2020. The Board agreed on a 2pm Central Absentee and canvassing start time for the primary. The Board also agreed on the Director recommendation for minimal precinct and CAP staffing.

Director Earls has tentatively set the evening of February 18 and morning of February 19, 2020 for election official training. Chiefs and assistant chief training sessions are set for February 25 and 26, 2020.

The Board agreed to a 2pm February 3rd, 2020 next Board meeting time and date. The Board will need to appoint or reappoint election officials for the ensuing term at that time.

The Board discussed a ballot order for the March primary whereby agreement on the Directors recommendations for was 2700 or 10% was approved.

There being no further business a motion by Tom Brewster for adjournment was presented; seconded by Sherman Cain the motion unanimously carried. The meeting was adjourned at 11:10am.

Respectfully submitted:

Chairman

Vice-Chairman

Secretary