

A P P R O V E D

ELECTORAL BOARD M I N U T E S

JANUARY 30, 2018

This is a recordation of official activities of the Botetourt County Electoral Board on Tuesday, January 30, 2018, in conjunction with Botetourt County Administration personnel regarding preparation and submission of the proposed budget for the Botetourt County Department of Elections and Voter Registration (DEV) for Fiscal Year 2019.

The conference began at 3 p.m. in the Second Floor Conference Room of the Botetourt County Court House. Botetourt County Administration personnel present were Deputy County Administrator David Moorman, Finance Director Tony Zerrilla, and Management Assistant Cody Sexton. Electoral Board Chairman John W. Rader, Vice-Chairman William L. Heartwell, III, Electoral Board Secretary Paul E. Fitzgerald, and Director of Elections and General Registrar (DoE/GR) Traci S. Clark were present. Dr. Kathy Kerkering was present as an observer.

The FY 2019 DEV budget submitted to the county totaled \$278,373, which is a 5.8 per cent increase from the \$263,357 total budgeted for FY 2018. The primary attributable factors regarding the variance were the \$6,600 increase in the allocation for Professional Services (arising from a mandated (§24.2-671.1) audit of ballot scanner machines beginning July 1, 2018, and the \$5,855 increase for Other Operating Supplies, primarily reflecting the \$1,500 for replacing worn and damaged Posting Totems for 11 precincts, \$1,300 for VERIS-compatible scanners, and \$2,255 for updated design modifications now available for improved security and handling of Security Carts used to protect and transport election equipment and ballots. There also is concern regarding the need to completely replace Botetourt County's long-outdated Electronic Poll Books (EPBs).

Discussion initiated by the Administration Review Group (ARG) indicated that basically two General Ledger lines comprised the requested increase and requested explanation of those items. The DoE/GR explained the needs driving the requested increases and answered questions to clarify each. Mr. Moorman directed the DoE/GR to review the remaining budget closer to the end of this fiscal year and to use surplus funds to purchase the listed items to reduce the impact on next year's budget.

During this discussion, the DoE/GR reported that the current electronic poll books are 10 years old which is the maximum life-cycle expected. She also reported there are currently 5 nonfunctioning units out of 40 units on hand and the vendor has stated that repairs will be possible only as long as parts are available. Discussion then centered on how the approximated \$60,000 capital expenditure could be handled with minimum impact to the overall budget. The DoE/GR explained the necessity to have all EPBs replaced prior to the November 2020 Presidential Election.

The ARG discussed the possibility of using a “fiscal-year straddle”, splitting the EPB replacement purchase between two fiscal years. There was no indication of which fiscal years were being discussed.

Other than the mention of an indeterminate “fiscal-year straddle” and re-designation of un-committed end-of-FY18 funds, there was no indication of suggestions or guidance regarding the VERIS-compatible scanners, EPB replacements, and Security Cart modifications.

No change was requested or discussed regarding the budget as submitted.

There was, however, continuation of an ongoing exchange regarding the concerns brought forward previously by the Department’s representatives regarding suitability and appropriateness of the physical quarters now provided for fulfilling the Department’s responsibilities, especially regarding Handicapped Access and Secrecy of the Ballot regarding Absentee Voters voting in person.

Mr. Moorman informed the Electoral Board that “the matter is still on the radar.”

At 4 p.m., the ARG left the room, citing their need to attend another scheduled meeting.

Following their departure, on a motion by Vice Chairman Heartwell, the Electoral Board unanimously approved the minutes of the December 21, 2017 meeting as submitted.

On a motion by Vice Chairman Heartwell, the Electoral Board voted to approve the re-appointment of 63 Precinct Election Officials who had completed their necessary documentation.

The Electoral Board set its next (Annual Reorganization) meeting for 3 p.m. on Thursday, March 15, 2018, in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 4:02 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive style with a large, stylized initial "P".

Paul E. Fitzgerald
March 15, 2018