

# **A P P R O V E D**

## **BOTETOURT COUNTY ELECTORAL BOARD**

### **M I N U T E S**

**SEPTEMBER 17, 2018**

The Botetourt County Electoral Board met on Monday, September 17, 2018, in the Second Floor Conference Room in the Botetourt County Court House in Fincastle, Virginia. Chairman John W. Rader, Vice Chairman William L. Heartwell, III, and Secretary Paul E. Fitzgerald were present. Director of Elections and General Registrar (DoE/GR) Traci Clark also was present. The DoE/GR provided a detailed agenda with supporting information packet.

The meeting was called to order at 2:00 p.m.

The minutes reflecting the Electoral Board meeting of July 30, 2018, were unanimously approved.

The DoE/GR presented the following detailed report to the Electoral Board:

- ❖ **Update re the November 6, 2018 General and Special Election**— Logic and Accuracy Testing of equipment has been completed; ballots have been received and are in the process of being separated into precinct packs; In-Person Absentee Voting begins Friday, September 21; all applications for mailed absentee ballots received prior to Friday, September 21, will be mailed Friday, September 21 (93 applications currently in hand); all UOCAVA applications will be emailed/mailed before Friday, September 21 (13 currently in hand for emailing and 3 to be mailed, with those numbers changing daily); assignments of Precinct Election Officials (PEOs) have been completed (with adequate availability of selection and a significant reduction in the number of requests for split-shifts); deadline for registering or updating registration is 5:00 p.m. on Monday, October 15; a series of PEO training sessions will begin October 10, with all to be at the Fincastle Library and start at 6 p.m.
  
- ❖ **Electronic Pollbook Presentations**—KnowInk PollPad on Tuesday, July 31, 2018, and asked Pollbooks on Thursday, September 13, 2018; asked not as robust as KnowInk, has lots of features that are

not relevant to Virginia due to internet connectivity, and has an “all-in-one” case for scanner, printer, and pollbook (which do not have to be removed from the case at the precinct, which is nice but involves a heavy lift. Timing of the Electronic Pollbook Replacement Program is being coordinated with the Finance Director regarding funding availability, but it is hoped that the procurement can be accomplished in time for the June 2019 Primary Election.

- ❖ **Projected Analysis of Botetourt County Department of Elections Staff Classification and Compensation**—In accordance with previous discussions and guidance from the Electoral Board, the DoE/GR has initiated efforts to research and prepare an analysis and recommendations for updating the job classification and compensation levels of the Botetourt County Department of Elections staff to reflect current conditions and trends regarding election responsibilities in the Commonwealth. To that end, she reported that on **April 1, 2018**, she verbally requested from the Botetourt County Department of Human Resources (HR) existing Botetourt County pay and classification information for the purpose of pursuing within the Botetourt County Administration structure a reasoned and responsible compliance with the guidance provided by the Electoral Board. In the absence of a response, she formalized that request in an email to HR on **April 18, 2018**. In the continued absence of any response, she sent follow-up emails to HR on **August 14** and **September 5**. The latter resulted in a response from Mary Blackburn, HR Director, stating that Botetourt County did not have positions that are comparable to those of the staff and DoE/GR. The DoE/GR responded to the HR Director’s email with specific details on information being requested which resulted in a voicemail message from David Moorman, Deputy County Administrator, seeking clarification of the information desired. Due to the time criticality of intervening sequential pre-election preparations, the DoE/GR responded to that request for clarification on **September 17**. The DoE/GR reported that her initial step in fulfilling her assignment by the Electoral Board was to become aware of compensation/classification determinations regarding existing staff positions in other Botetourt County administrative elements. She pointed out that similar endeavors currently are underway in Franklin County, Bedford County, and the City of Salem, and that other localities increasingly are considering their General Registrars and Staff as locality employees who are part of the compensation/classification program for the locality.

In an extensive round-table discussion following the presentation by the DoE/GR, the three Electoral Board members reiterated that they unanimously intended that the question of staff compensation/classification,

along with concerns regarding the adequacy/suitability of the physical offices of the Department of Elections, were matters to be pursued in a process of collegial contemplation rather than conflict and contention, and that the initial efforts of the DoE/GR had been well within the framework of that concept. Their dedication to that intent was re-affirmed.

The next meeting of the Electoral Board is scheduled for 2 p.m. on Monday, October 29, 2018, in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 3:07 p.m.

Respectfully submitted,

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

Paul E. Fitzgerald, Secretary  
October 29, 2018