

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

OCTOBER 29, 2018

The Botetourt County Electoral Board met on Monday, October 29, 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 September 17, 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—** Four training sessions for election officers have been completed; the final general training session will be conducted at 6 p.m. Tuesday, October 30, at the Fincastle Library; Central Absentee Precinct training will be held at 3:30 p.m. on Thursday, November 1, in the Botetourt County Department of Elections Office; 87 Precinct Election Officers (PEOs) (22 split-shift, 65 full-day, 7 new recruits, two previously serving) have been assigned to serve all precincts; Virginia State Police established contact with the DoE/GR confirming Election Day availability, communications, and protocols; a similar meeting with Botetourt County Sheriff Ronnie Sprinkle confirmed continuation of proximity patrolling for rapid-response availability at all precincts, with periodic in-precinct checks; five assigned PEOs (Jerry Beard, Alice Duehl, Terri Woodward, Kathy Kerkering, and Danny Fainter) were utilized to assist in developing a more efficient packing protocol for Precinct Security Carts; absentee voting in this election has exceeded previously high levels, with 802 total applications through Saturday, October 27 (346 in-person).

- ❖ **Replacement/relocation of Colonial Elementary School (new construction)** --not only is posing interesting challenges for relocation of the voting site that currently is located there but could present an opportunity to address previously existing concerns regarding the Troutville and Rainbow Forest precincts. These efforts will involve drive-distances, and the presence of magisterial district boundaries and legislative district boundaries.

- ❖ **Staff Compensation Information**—The DoE/GR spoke with Deputy County Administrator (DCA) David Moorman on Thursday, October 18, regarding plans to move Deputy Registrar and Assistant Registrars into the Botetourt County Compensation and Classification Program. The DoE/GR gave him information including that regarding a Botetourt County seasonal site supervisor with minimal responsibilities being paid a higher hourly rate than our assistant registrars. The DoE/GR discussed with the DCA various localities who handle the Registrar and staff as locality employees, localities who regard Department of Elections staff but not the Registrar as locality employees, and other localities who allow the staff as local employees and supplement the Registrar but not to the level of other directors in the locality. The DCA stated that following an email request to him from the DoE/GR in August he had instructed the HR Director to ask the DoE/GR for Registrar and staff job descriptions. The DoE/GR informed him that his instructions have never been acted upon by the HR Director. The Botetourt County Department of Elections continues working under job descriptions that were written in 2012. In the meantime, there has been a tremendous evolution in the complexities of voter registration and voting equipment—and the public’s interest in and awareness of all of the above.

- ❖ **Department of Elections Office Space Concerns**— The DoE/GR spoke with DCA David Moorman on Thursday, October 18, regarding Department of Elections Concerns Involving Office Space. The DoE/GR shared with him various instances during the current absentee voting period where lack of privacy for voters was an issue. The DoE/GR also shared with him various instances during this election preparation period where lack of room to assemble information created frustration and a very real chance for many errors. The DoE/GR presented to him several potential long-term solutions and one possible short-term solution, emphasizing that it is important that all parties considering this challenge are aware that the existing window of opportunity to deal effectively with this challenge will close in July 2019 when we will be facing back-to-back elections (November 2019, Presidential Primary March 2020, Primary June 2020, Presidential election November 2020, followed

by re-districting in 2021. The DoE/GR told the DCA that changes in arrangements for the dead-storage of election equipment (voting machines and security carts) could be deferred if necessary, to avoid any delay in addressing the critical basic office-space challenge.

The Electoral Board unanimously approved a motion made by Secretary Fitzgerald that, upon completion of its canvass, recordation, and certification responsibilities regarding the General Election of November 6, 2018, the Electoral Board will evaluate and implement the most efficacious manner possible for preparing and presenting to the Botetourt County Board of Supervisors an "After-Action Report" regarding the November 6, 2018 Election and its illumination of the operational concerns and challenges outlined above.

The next meeting of the Electoral Board is scheduled for 7:00 a.m. on Tuesday, November 6, 2018, in the office of the DoE/GR for the purpose of initiating the Electoral Board's tour of all voting precincts, and will be continued to 10:30 a.m. Wednesday, November 7, 2018, in the Second Floor Conference Room of the Botetourt County Court House for the Official Canvass of the November 6, 2018, Election.

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,



Paul E. Fitzgerald, Secretary
November 7, 2018