

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

M I N U T E S

DECEMBER 3, 2018

The Botetourt County Electoral Board met on Monday, December 3, 2018, in the Second Floor Conference Room in the Botetourt County Court House in Fincastle, Virginia. Chairman John W. Rader was absent. 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 2:01 p.m.

The minutes reflecting the Electoral Board's actions during the period November 6-13, 2018, regarding the General and Special Election of November 6, 2018, were unanimously approved with one correction related to the nature of the challenge resulting in one of the provisional ballots reviewed in relation to the General and Special Election of November 6, 2018.

The Electoral Board received and noted a letter from the Disability Law Center of Virginia regarding two Botetourt County precincts during the November 6, 2018, General and Special Election: Mill Creek Precinct— Accessible voting equipment was not available; Buchanan Precinct— Accessible parking is not on the shortest path to the door; there is no curb-cut, and accessible voting equipment was not available. DoE/GR confirmed with chiefs at the precincts that the ExpressVote equipment was not set up at the beginning of the day as instructed. She will review this issue with all chiefs at the next training and will visit the Buchanan polling location to review the accessible parking limitations noted. A letter in response to the items cited will be composed and sent by DoE/GR

The primary purpose of the meeting was to address two pressing fiscal matters: replacement of the aging, outdated generation of electronic pollbooks now being used by Botetourt County, and submission of a proposed Fiscal Year 2020 budget to Botetourt County Administration. These goals were addressed by three motions made by Vice Chair Heartwell and unanimously approved by the two Electoral Board members present. It was emphasized that the detailed and inter-related nature of the three

motions had been prepared by the DoE/GR in close coordination with, and at the direction of, the Botetourt County Finance Director:

- ❖ **Approval and acceptance of \$56,057.50 Electronic Pollbook Replacement Quote by KnowInk--** DoE/GR has proposed to implement replacement in a two-step action, with the purchase of 20 units in the current fiscal year (approximately \$31,000) and the remaining 15 units being purchased after July 1, 2019 in FY20.
- ❖ **Expansion of FY19 budget parameters)**—Request that Botetourt County expand existing FY19 budget parameters for the Department of Elections and Voter Registration to enable first-step procurement in the Electronic Pollbook Replacement Program.
- ❖ **Submission of Department Budget for FY20**—Approved for submission to Botetourt County Administration the FY20 departmental operating budget of \$408,444 as prepared by the DoE/GR, reflecting the total amount of \$56,057.50 for replacement of electronic pollbooks (should partial purchase in FY19 not be possible), increased expenses due to potential for three (3) elections in FY20 and projected increased turnout for those elections, and compensation increases for Deputy Registrar and Assistant Registrars as no merit increases have been given since their employment.

The time and place of the next meeting of the Electoral Board was left open to negotiation and coordination by the DoE/GR regarding availability of the Electoral Board membership.

The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive, flowing style.

Paul E. Fitzgerald, Secretary
February 4, 2018