

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

M I N U T E S

FEBRUARY 4, 2019

The Botetourt County Electoral Board met on Monday, February 4, 2019, in the Small Conference Room on the Second Floor of 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 2:01 p.m.

The minutes reflecting the Electoral Board's actions during the meeting on December 3, 2018, were unanimously approved by a motion made by Vice Chairman Heartwell.

The DoE/GR presented to the Electoral Board the text of Official Guidance issued by the Commonwealth of Virginia Department of Elections on January 14, 2019 regarding requirements of the United States Department of Justice parameters pertaining to the storage and preservation of digital-imaging recorded in the process of Optical Character Recognition (OCR) reading, counting, and recording of votes in Federal elections for 22 months following the elections. There will be two such elections within the next 22 months.

The DoE/GR outlined two available approaches to addressing the requirement. One would involve the use of external hard-drives or high-capacity jump-drives and data transfer from the original data-sticks in the OCR-scanners. The second would simply involve committing the original data-sticks to the Clerk of Court with all other election materials and purchasing an adequate number of the proprietary data-sticks sufficient to continue functionality until the passage of time began to release the originally-stored data-sticks from storage.

The first method would involve the Department's small staff to manipulate the data from the original data sticks onto another form of media. This option could allow damage to or loss of the original data as well as give the appearance of data-tampering.

On a motion made by Vice-Chairman Heartwell, the Electoral Board unanimously authorized the DoE/GR to take immediate action to increase related funding requests by \$2,530 to enable purchase of 22 additional proprietary data sticks to comply with the DoJ requirement.

The Electoral Board received from the DoE/GR, and unanimously approved, on a motion made by Vice Chairman Heartwell, a roster of 129 Precinct Election Officials for 2019. Applications from 13 possible additions to that list are still in process,

As mandated by the National Voter Registration Act (NVRA), the Commonwealth of Virginia has performed the required cancellation of 439 registered Botetourt County voters who were in an inactive status on or before August 9, 2016 with no responses/updates through January 28, 2019 and have been identified as "inactive". Lists of the cancelled voters were mailed to both party chairs, posted in the Clerk of Court and Department of Elections offices, and a notice is to be advertised in two editions of *The Fincastle Herald*.

The next meeting of the Electoral Board will be held at 2 p.m. on March 4, 2019, on the Second Floor of the Botetourt County Court House.

The meeting was adjourned at 3:02 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
March 2, 2019