

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

## **BOTETOURT COUNTY ELECTORAL BOARD**

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

**MARCH 4, 2019**

The Botetourt County Electoral Board met on Monday, March 4, 2019, in the Main Conference Room (formerly Law Library) 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 2:27 p.m.

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

Regarding the statute-mandated reorganization of the Electoral Board during the month of March, the DoE/GR informed the Electoral Board that the anticipated re-appointment of Chairman Rader had been delayed, that she had spoken with the secretary to Judge Branscom who indicated the letter was to be signed by all four Circuit Court Judges on Thursday, March 14, 2019, and no objections were anticipated. Based on this information and by a motion made by Vice Chairman Heartwell, the Board agreed to maintain the current organization of John W. Rader, chairman, William Heartwell, vice-chairman and Paul Fitzgerald, secretary. The Electoral Board agreed should any obstacle be encountered with the reappointment of Mr. Rader, the Board would reconvene to handle the reorganization if necessary.

The DoE/GR informed the Electoral Board of the then current status of known candidacies for legislative, county, and district offices in the scheduled June 11, 2019 Republican Primary Election, with the filing remaining open until 5 p.m. on March 28.

The DoE/GR informed the Electoral Board that Botetourt County had approved appropriation of \$56,058 for immediate purchase of 35 replacement Electronic Poll Books. On a motion by Vice Chair Heartwell, the Electoral Board unanimously authorized Secretary Fitzgerald, subsequent to concurrence by the County Attorney, to execute the “KNOWink” contract.

The DoE/GR reported that the Department of Elections and Voter Registration’s FY20 budget had successfully gone through the review of the Budget Task Force and was being submitted to the County Administrator with only changes made to reflect the accelerated purchase of the new electronic poll books in the current fiscal year. Once reviewed by the County Administrator, the budget will go to the Board of Supervisors for approval. The DoE/GR indicated, based on conversations with Botetourt County’s Finance Director, that the budget should not encounter any adjustments.

The DoE/GR informed the Electoral Board that, following a suggestion by the County Attorney, Botetourt County will execute formal leases with the three churches whose facilities are used for the county’s non-school voting precincts.

The DoE/GR informed the Electoral Board that no further communication has been received from Botetourt County regarding the space issues and needs expressed by the Department of Elections and Voter Registration.

The next meeting of the Electoral Board will be held at 2 p.m. on Monday, May 13, 2019, in the Main Conference Room (formerly Law Library) on the Second Floor of the Botetourt County Court House.

The meeting was adjourned at 3:04 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  
May 13, 2019