

**BOTETOURT COUNTY  
ELECTORAL BOARD  
MINUTES of MEETING – JULY 29, 2019**

The Botetourt County Electoral Board met on Monday, July 29, 2019, in the Second Floor Conference Room of the Botetourt County Circuit Courthouse in Fincastle, Virginia. Chairman John W. Rader, Vice Chairman William L. Heartwell, III were present. Director of Elections and General Registrar (DoE/GR) Traci Clark also was present. Secretary Paul Fitzgerald was not in attendance. On suggestion by Vice Chairman Heartwell, Chairman Rader appointed DoE/GR as temporary secretary to record the happenings of the meeting. The DoE/GR provided a detailed agenda with a supporting information packet. The meeting was called to order at 2:00 p.m.

On motion made by Vice-Chairman Heartwell, the Electoral Board unanimously approved the minutes of the Electoral Board meeting held on June 11 - 17, 2019.

DoE/GR provided an update on the activities to take place in the next month in preparation for the upcoming November 5, 2019 General and Special Elections. PEO assignments will be done in August with the process beginning with contacting the PEOs to check availability. Due to special elections in the Town of Fincastle for Town Council, ballots will not be submitted to ELECT for approval until after the Friday, August 16, 2019 5:00 pm deadline. All information has been submitted to the vendor in anticipation of no further candidates, however, the vendor is aware of the deadline. The November Election will have a total of eight different ballot styles. This is due to the three towns having elections, split precincts between the 17<sup>th</sup> and 19<sup>th</sup> House of Delegates districts and Board of Supervisor/School Board seats in the Blue Ridge Magisterial District, Valley Magisterial District and Fincastle Magisterial District. A report showing the offices and candidates to be on each ballot style was presented as part of the supporting information packet.

Vice Chairman Heartwell stated he had seen multiple articles in the news and emails pertaining to the subject of cybersecurity. He asked DoE/GR how Botetourt County's elections and election equipment stood against these threats. DoE/GR stated Botetourt County had a strong IT department who worked diligently to keep the overall County networks and computer equipment as up to date as possible against various threats. She also stated the Department of Elections and IT network administrator were subscribed to Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC) which monitored all threats nationwide. EI-ISAC sends emails to its subscribers with pertinent information regarding those threats including the actual threat, potential impact to our systems, suggested updates or software to remediate the threat. DoE/GR also reported that the voting equipment used by Botetourt was not connected to the internet at any time either in the office or the precincts. She stated that no election system was 100% secure against tampering due to the "human factors" involved with vendor programming, PEO and voter access in the precincts but that every effort is made through security protocols and PEO training to deter and prevent any type of tampering.

DoE/GR Clark reported her intent to attend the following meetings/activities in the month of August. These meetings are in addition to those incurred during regular course of business.

- August 7 – VEBA Regional Meeting @ Salem Civic Center
- August 11 – 14 – VRAV Annual Conference in Williamsburg
  - August 12 (AM) – VREO Recertification Class
  - August 12 (PM) – August 13 – Training Sessions
  - August 14 – Annual Business Meeting with Election of Officers
    - DoE/GR will be on the ballot as a candidate for Secretary
- August 16 – Meeting with Dr. Chen, new School Superintendent
  - Meeting is introductory with discussions to be around the continued cooperation between the school system and Department of Elections as seven (7) of ten (10) precincts are housed in schools.

At 2:20 p.m., on motion made by Vice Chairman Heartwell and unanimously approved, under the provisions of the Freedom of Information Act (FOIA) of the Code of Virginia (2.2-3711(A)(1), the Electoral Board went into Executive Session for the purpose of considering a personnel matter—Annual Performance Evaluation of the DoE/GR.

The Electoral Board returned to Regular Session at 2:40 p.m. on a motion made by Vice Chairman Heartwell, approved by a unanimous roll-call vote that included collective, and individual, affirmation by each Electoral Board member present, that no subject, other than that which was stated in the motion that created the Executive Session, was discussed, and no decision/vote was taken, during the Executive Session.

Next meeting will be held on Monday, October 21, 2019 at 2:00 pm in the 2<sup>nd</sup> Floor Conference Room of the Botetourt County Circuit Courthouse.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Traci S. Clark  
Director of Elections and General Registrar  
Temporary Secretary

Approved: November 6, 2019