

APPROVED BOTETOURT COUNTY ELECTORAL BOARD MINUTES

DECEMBER 9, 2019

The Botetourt County Electoral Board met on Monday, December 9, 2019, 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 2:01 p.m by Chairman Rader.

On motion by Vice Chairman Heartwell, the minutes reflecting the Electoral Board's actions during the period of Tuesday through Thursday, November 5-7, 2019, regarding the Botetourt County General Election of November 5, 2019, were unanimously approved.

In connection with preparation by the DoE/GR of the Department's funding request to Botetourt County for FY21, the Electoral Board reviewed and discussed each line item to be submitted. The DoE/GR reported the increases from FY20 in line items were due to the upcoming Presidential Election and the implementation of no excuse absentee voting. She reported the proposed budget was prepared to include items necessary to implement 45-days of no excuse absentee voting as it will most likely be the version to pass in the upcoming General Assembly session. After review and discussion and on motion by Vice Chairman Heartwell, the Electoral Board unanimously approved the proposed budget and instructed DoE/GR to submit to the County by December 13, 2019 as required.

An overview of the upcoming March 3, 2020 Democratic Party Presidential Primary was given by the DoE/GR. Important dates and deadlines were outlined. Based on turnout in the March 2016 Democratic Party Presidential Primary of 7%, the Electoral Board unanimously agreed materials for the primary should be prepared with a projected turnout of 14%.

DoE/GR reported Deputy County Administrator Moorman had approached her earlier in the year to discuss the possibility of entering into a Memorandum of Understanding with the County. This MOU would put the DoE/GR and her staff under the County's compensation and classification plan which would result in their positions being compensated equally with others in the County, allow for annual reviews and the potential for merit increases. DoE/GR reported quite a few localities across the state have had positive outcomes from similar arrangements and the staff already follow the County's Personnel Policy as adopted by the Electoral Board several years ago. Sample MOUs were received from various localities with the most recent from the City of Salem. On a motion by Vice Chairman Heartwell, the Electoral Board unanimously authorized the DoE/GR to prepare a document emulating the style and intent of that exhibited by the City of Salem MOU along with updated job descriptions for all staff in her office for review and consideration at the next meeting.

The next meeting will be Monday, February 3, 2020 in the Second Floor Meeting Room of the Court House.

Respectfully submitted,

Paul E. Fitzgerald, Secretary