

BOTETOURT COUNTY ELECTORAL BOARD

July 13, 2020

On July 13, 2020 a regularly scheduled meeting of the Botetourt County Electoral Board was held in the second floor conference room of the Botetourt County Circuit Courthouse. All members were present. Traci Clark, the GR/DOE, was on medical leave, but attended part of the meeting via telephone. Chairman John Rader called the meeting to order at 2:00 pm.

Upon a motion by Vice Chairman Steve Vaughn, the minutes from the June 24th meeting were approved as presented.

Traci gave a report on the asbestos removal in her office which must be completed before the planned addition and remodeling can begin. The Contractor began its work on Monday, July 13th, and represented that the removal would be complete by Friday. Barring any unforeseen problems, the plans could then be presented to the Building Inspector for review. Traci remained cautiously optimistic that the project would be completed before the beginning of absentee voting for the presidential election in November. Much of the work, she said, would be done by county personnel – a factor which

should give the county more control over the timeliness of the construction.

Traci then led a discussion on the purposes to which the CARES \$56,687 grant could be put. After careful consideration of the options presented, the Board asked Traci to prepare a proposal which included safety barriers for the EPB operators and ballot station PEOs, as well as back-up scanners, additional EPBs, and a folding machine for absentee voting packages.

The Board was then provided with an updated budget summary which included reductions necessitated by the Coronavirus pandemic. The Electoral Board/Registrar's annual budget was reduced by a total of \$10,607 Traci gave the Board a thorough explanation of these reductions.

Traci then left the meeting as the Board was then scheduled to take up her annual performance review for the fiscal year ending June 30, 2020. Secretary Buck Heartwell moved for the Board go into closed session for this purpose pursuant to sec. 2.2-3711(A)(1) of the Code of Virginia. The motion passed unanimously.

After approximately 30 minutes the Board returned to open session. A roll call vote was taken and each member certified that only public business matters lawfully exempted from open meeting requirements, and only such public business matters identified in the convening motion, were

heard, discussed or considered in the closed session. John reported that the performance review had been successfully completed in accordance with the procedures established by ELECT.

There being no further business to come before the Board, the meeting was adjourned.

Buck Heartwell, Secretary