

BOTETOURT COUNTY ELECTORAL BOARD

September 14, 2020

On September 14, 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. Board members Steve Vaughn and Buck Heartwell were present. Chairman John Rader, who was out of town, participated by telephone. Traci Clark, the GR/DOE, and Kathy Kerkering, an observer, were also present. John called the meeting to order at 10:00 am.

Traci presented the Board with an agenda, as well as with exhibits and detailed notes on each item to be discussed. Upon a motion by Steve, the minutes from the July 13, 2020 meeting were approved as presented.

Traci then gave the Board a detailed report on the remodeling of the Registrar's office. Although work was not yet complete, she remained confident that the space would be ready for early voting beginning on September 18th.

Next, Traci gave a report on the expenditure of the CARES funds which had been allocated to the county by the Federal Government. All additional scanners had been received and tested. The acrylic barriers had also been received. The EPBs and voting booths had been ordered and delivery was expected shortly. The total expended to date was

\$54,625.75. The \$2161.25 remaining would be used to pay the PEOs who worked in the office during early voting.

Traci and the Board then discussed the November 3rd general election. Overseas ballots to military personnel would be mailed by September 16th. Processing and mailing to those registered voters who had requested mail-in ballots would begin on September 18th. Traci said that she had ordered a total of 35,800 ballots. She provided the Board with samples of each of the six ballot styles which would be used in this election. The logistics of moving the materials and equipment to and from the polling places, and the testing of the scanners and EPBs were also discussed in detail.

With respect to the PEOs who were to work on election day, assignment letters were mailed September 11th. Additional PEOs were needed in some precincts for optimal efficiency. But it was Traci's opinion that the number of PEOs who were currently committed plus those who were likely to volunteer in the near future, would be adequate to conduct the election. After discussion, the Board concurred in her opinion.

Traci then updated the Board on "drop locations" which had recently been required by the General Assembly. Drop locations will be where boxes will be placed for the purpose of more conveniently collecting absentee ballots. One box would be placed in the Registrar's Office, and one would be placed in each precinct on November 3rd. Traci was awaiting further guidance from ELECT on the positioning and monitoring of the boxes.

Finally, Traci asked the Board to amend the list of those who were to have access to the rooms in the building where the voting

equipment was stored. Paul Fitzgerald had been removed from the list, and Steve Vaughn and Karen Wickham had been added. On Buck's motion, the amended list was unanimously approved.

The next meeting was scheduled for October 15th at 10:00 am. Traci's discussion notes are attached to and made a part of these minutes. There being no further business to be conducted, the meeting was adjourned by the Chairman.

Buck Heartwell, Secretary