

# **BOTETOURT COUNTY ELECTORAL BOARD**

## **September 20, 2021**

On September 20, 2021, a regularly scheduled meeting of the Botetourt County Electoral Board was held in the Registrar's Office in Fincastle. All members of the Electoral Board were present, as was Traci Clark, the GR/DOE. Chairman John Rader called the meeting to order at 2:00 pm.

Vice-Chairman Steve Vaughn moved to approve the minutes of the Board meeting held on July 26, 2021, which had been previously submitted.

Traci then filled the Board in on a meeting that she and Buck Heartwell had with representatives of Virginians for America First. This meeting was held on September 3<sup>rd</sup>. Traci reported that this group had previously submitted questions about election procedures and administration which they wanted answered, and that she had tried to answer them clearly and completely. Buck confirmed that Traci had done a good job responding to the group's questions.

With respect to the upcoming general election in November, Traci reported that early voting had begun on Friday, September 17<sup>th</sup>, and that so far 73 citizens had voted. The absentee ballots were also sent out on Friday. There were 587 regular ballots, and 55 UOCAVA ballots.

78 PEOs had committed to work on election day; approximately 10 additional were needed. Training sessions were being held on October 19<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.

There were six different ballot styles that would be utilized in this election. Traci reviewed each of these with the Board, and answered the Board's questions. Traci then reported that there would be two citizens running for School Board as write-ins. They were Steve Dean in Amsterdam, and Brandy Campbell in Buchanan.

The required Logic and Accuracy testing on the scanners was successfully completed on September 9<sup>th</sup>. As far the new drop location box, which was located in the entryway to the Registrar's Office, Traci reported that it would be checked daily every morning before opening and every afternoon after closing. Two staff members would conduct these checks, and they would complete a chain of custody form on each occasion.

Traci then explained the new procedures for pre-processing completed absentee ballots. Mandatory meetings for opening and scanning these ballots would be held on October 26<sup>th</sup> and October 30<sup>th</sup>. A representative of each political party would be present at these meetings along with Traci and her staff. The heads of the political parties would be given notice of the meetings.

Traci then reported that she met with David Moorman, Deputy County Administrator, on September 15<sup>th</sup>. They discussed her Office's staffing needs which she had previously raised with the Electoral Board. She asked that one new full-time position be funded immediately, and that the upgrade of one of the current part-time positions to full-time be funded as of July 1, 2022. Traci is now working on the documentation for these changes as required by the County.

The Board and Traci then discussed PEO compensation. Buck made a motion that regular PEOs receive \$150 total for election day and

training days, and \$75 if working a split shift, and that Chiefs and Assistant Chiefs receive \$225. The motion passed unanimously.

Finally, October 8<sup>th</sup> is the deadline for current information on the website to be changed, in order for the changes to be included on the new website.

The Board set its next meeting for October 21<sup>st</sup> at 10 am, and the meeting to canvass the vote will be on November 3<sup>rd</sup> at 11 am. There being no further business to come before the Board, the meeting was adjourned at 3:10 pm.

Buck Heartwell, Secretary