

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

M I N U T E S

OCTOBER 12, 2017

The Botetourt County Electoral Board met on Thursday, October 12, 2017, 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.

Chairman John Rader called the meeting to order at 2:00 p.m.

On a motion by Vice Chairman Heartwell, the minutes of the Electoral Board meeting of August 17, 2017 were unanimously approved.

Regarding the approaching General Election of November 7, 2017, the DoE/GR reported:

- ❖ Precinct Election Officials— More PEOs available for this election than are needed, 140 on roster (five removed due to moving outside Botetourt County, one removed because of returning to teaching) 12 second notices mailed to potential PEOs on August 18, assignment letters mailed September 8 included two new precinct chiefs, one new assistant precinct chief and six new PEOs among those filling 71 full-shifts and 22 split-shifts, plus four PEOs in the Central Absentee Precinct, with follow-up contact with unassigned existing PEOs to stress how greatly their past service is appreciated and also how they would probably be needed in future elections;
- ❖ Ballots—Proofed/ordered August 19-21, received August 28-29, now packaged for distribution to precincts;
- ❖ Equipment—Logic and Accuracy Testing completed September 14 and hands-on training for 19 PEOs on September 26;
- ❖ Election Pins—Received 110 pins for distribution to PEOs;

- ❖ Absentee Voting—Began Friday, September 22, total of 251 applications processed as of noon on October 11 (157 ballots issued by mail, 57 in person, 37 issued by email), 107 absentee ballots received as of October 11, 2017, (61 in person, 46 by mail);
- ❖ One-Precinct Exit Poll—Planned by Edison Research of Somerville, New Jersey, at the Mill Creek Precinct and acknowledged by the Electoral Board contingent upon the polling activity being conducted outside a 40-foot radius from the precinct entrance plus the posting by the DoE/GR of a prominent sign inside the precinct informing voters that they have no obligation to talk to these interviewers.

The DoE/GR reported on her attendance at, and participation in, the VRAV Annual Conference August 2-23, which included her re-election as secretary of VRAV Region 7, appointment to four statewide committees, and projections of challenges and requirements in connection with the 2021 re-districting.

Public outreach and voter awareness activities reported by the DoE/GR included a Power-Point presentation to 44 students in Ashley Theimer's Eighth Grade Civics Class at Central Academy Middle School that included the marking of demonstration ballots followed by the processing of the ballots through the DS200 Optical Scanner.

Based on a previous report of the DoE/GR at the August 17, 2017 meeting *[The DoE/GR reported that the Botetourt County IT Manager, in a reversal of a previous decision, is willing to give the DoE/GR access to the Department of Elections and Voter Registration section of the county's website for editing and updating purposes. The Electoral Board thanked the DoE/GR for the research that had been done regarding possible alternative solutions to the posting problems that had been encountered, and agreed that such had been rendered moot by the planned change in access authorization.]* Secretary Fitzgerald asked the DoE/GR if, in the two months since the preceding meeting she had received access to the Botetourt County official website and the necessary training to utilize that access.

The DoE/GR said that neither had occurred, and described the extent of her unsuccessful efforts to arrange for utilization of the proffered resolution to the web-posting problem.

The Electoral Board and the DoE/GR agreed that she would continue those efforts, but probably through a more formal point-of-contact.

The Electoral Board planned to begin its official November 7, 2017 General Election duties at 7 a.m. in the Department of Elections offices on Court House Square in Fincastle, Virginia, and to continue them at 10:30 a.m. on Wednesday, November 8, 2017, with the Official Canvass of the Vote in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive, flowing style with a large initial "P" and "F".

Paul E. Fitzgerald, Secretary
November 8, 2017