

APPROVED

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

JULY 12, 2015

The Botetourt County Electoral Board met on Tuesday, July 12, 2016, in the facilities provided for the Department of Elections and Voter Registration on Court House Square in Fincastle, Virginia. Chairman Rader, Vice Chairman Heartwell, and Secretary 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 10:00 a.m.

The minutes reflecting the actions of the Electoral Board during the period June 14-17, 2016, in connection with the Primary Election of June 14, 2016, were unanimously approved as submitted.

The DoE/GR presented a report of the final actions of the Botetourt County Board of Supervisors regarding the funding request for the Department of Elections and Voter Registration for Fiscal Year 2017, in which all negotiated totals were met and a request for a \$10,000 carryover of uncommitted Fiscal Year 2016 funds was approved.

Secretary Fitzgerald stated that he regarded the favorable budgetary resolutions as being a direct reflection of the improved relationship of mutual respect and cooperation that DoE/GR Clark has been able to establish between the Botetourt County administration and the Department of Elections and Voter Registration. The Electoral Board members variously remarked favorably regarding the changed relationship as moving from “confrontation” to “credibility.”

On a motion by Vice Chairman Heartwell, the Electoral Board unanimously approved the removal of Wanda Miller from, and the addition of Terry Tucker to, the list of persons authorized access to the Department’s Annex facility. In an attendant discussion, DoE/GR Clark informed the Electoral Board that a possible increase in Botetourt County’s rental space in the Annex building could provide a solution to existing challenges regarding storage and handling of election supplies and equipment.

The meeting engaged in a point-by-point examination of the updated and amended Botetourt County Personnel Manual in relation to the Department’s adopted policy document derived from the previous version of the county’s document. On a motion by Vice Chair Heartwell, the Board voted unanimously to instruct DoE/GR Clark to prepare, following the November 2016 General Election, a proposed Department document regarding personnel policy and based on today’s

discussion, the new County document, and a previous detailed opinion regarding this subject prepared by (then) Botetourt County Attorney Elizabeth Dillon.

DoE/GR Clark reported that she is continuing to research avenues for a General Election voter mass mailing to address the complications presented by a presidential election concurrent with constitutional questions and municipal elections. She indicated that a “piggy-back” inclusion concurrent with the mailing of tax bills appears to be impractical, leading her to research commercial alternatives.

DoE/GR Clark presented the PEO training schedule for the General Election, outlined plans for a PEO meet-and-greet event, and discussed the possibility of a locally derived “best practices notebook” for PEOs.

She pointed out that the absentee voting process for the General Election starts on September 23.

At 11:07 a.m., on a motion made by Vice Chairman Heartwell and unanimously approved, under the provisions of Code of Virginia 2.2-3711(A)(1), the Electoral Board went into executive session for the purpose of considering a personnel matter—Annual Performance Appraisal of the DoE/GR. The Electoral Board returned to open session at 11:48 a.m. with a roll-call affirmation that during the Executive Session its stated subject was the only matter discussed and no decision/vote was taken.

The next meeting was scheduled for 2 p.m. on Thursday, September 15, in the Department’s offices.

The meeting was adjourned at 11:52 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