

# **A P P R O V E D**

## **BOTETOURT COUNTY ELECTORAL BOARD**

### **MINUTES**

**SEPTEMBER 15, 2016**

The Botetourt County Electoral Board met on Thursday, September 15, 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 2:00 p.m.

The minutes reflecting the actions of the Electoral Board during the meeting on July 12, 2016, were unanimously approved as submitted.

The DoE/GR reported positive participation representing the Botetourt County Department of Elections at the Fincastle Frolic on Friday, August 12, 2016, including availability of voter registration applications, absentee ballot applications, brochures regarding Constitutional Amendments that will be on the General Election ballot in November, and candy and pencils for children. Six voter registration applications were accepted.

The Electoral Board was informed by the DoE/GR that she had been notified by the Botetourt County Administration that a decision has been made to move the office of the Botetourt County Commonwealth's Attorney from its present location in the rental building (Beckley House site) owned by the Bank of Fincastle on South Roanoke Street into the Spickard Building on East Main Street, currently partially occupied by the Department of Elections Secure Annex, possibly as soon as December 1, 2016.

The ensuing discussion indicated that the Electoral Board was in unanimous agreement that current operating spaces allocated to the Department of Elections, for the Secure Annex, Offices, Voter Registration, and Absentee Voting, are inadequate and that a solution will be vigorously pursued immediately following the General Election in November, which will continue to be the focus of the Department of Elections attention and efforts until then.

Precinct Election Official (PEO) recruitment activities reported by the DoE/GR include letters to voters, letters to civic organizations, distribution of flyers, plans for a September 29 PEO Meet and Greet event, and advertisements. Eight PEOs have been removed from the list because of relocation/health/lack of participation, leaving a net active roster of 142 PEOs. Responses are still being awaited from 12 persons who expressed interest and were sent related forms.

In addition to known list of recurring absentee voters, more than 250 Absentee Voter Applications have been received. Karen Wickham, a former assistant registrar, has been hired as a temporary employee to serve as absentee processor, beginning Monday, September 19. This action will produce election temporary employee savings of \$2,000 because of her existing knowledge and skills regarding the database and absentee ballot application procedures.

Pre-election training events for PEOs began September 13 with a “best practices” exchange session attended by 15 Precinct Chiefs/Assistant Chiefs. Other training sessions are planned for October 20, 25, and 27, and November 3.

Equipment programming is scheduled to begin at 9 a.m. on September 19, and the chairs of political parties have been so informed.

A special information insert has been provided to the Town of Buchanan for inclusion with October water bills, reminding voters of the proper precinct for voting for Buchanan municipal elected officials.

The DoE/GR reported that the re-restoration of voting rights, as applicable, has been proceeding smoothly.

Upcoming meetings of the Electoral Board, all in the Department of Elections offices, were scheduled for 2 p.m. on Thursday, October 6, 2016, and at 2 p.m. on Thursday, October 20, 2016. The Canvass of Votes for the November 8, 2016 General Election is scheduled to begin at 10:30 a.m. on Wednesday, November 9, 2016.

The meeting was adjourned at 3:27 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive, flowing style.

Paul E. Fitzgerald, Secretary

October 6, 2016