

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

FEBRUARY 9, 2017

The Botetourt County Electoral Board met on Thursday, February 9, 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 Rader called the meeting to order at 2:00 p.m.

The minutes reflecting the actions of the Electoral Board in a conference held with representatives of the Botetourt County Administration on January 6, 2017, regarding the Fiscal Year 2018 budget request of the Department of Elections and Voter Registration were unanimously approved as submitted.

The Electoral Board received from the DoE/GR, reviewed, accepted, and unanimously appointed a roster of 155 Precinct Election Officials (PEOs) for 2017. The DoE/GR informed the Electoral Board that seven more applications for appointment as PEO were being processed.

The Electoral Board received from the DoE/GR updated information regarding the altered circumstances regarding the Department's secured storage in the Spickard Building and an initial examination of two properties on South Roanoke Street in Fincastle—the Bank of Fincastle's structure on the Beckley House site and the Etzler Building—regarding possible future utilization for both the secured storage and office operations of the Department. The Electoral Board accepted the offer by the DoE/GR to conduct a walk-through of the Etzler Building following the adjournment of this meeting.

In a discussion related to the matter of secured storage, the Electoral Board asked Vice Chairman Heartwell to research the existence of, and procedures involving, opinions and/or guidance issued by the Attorney General of the Commonwealth regarding the security of voting equipment.

The Electoral Board indicated concurrence with the DoE/GR's processing of a Freedom of Information Act request from Judicial Watch.

The Electoral Board unanimously named the DoE/GR as the Department's Records Officer, in response to a request from the Library of Virginia.

The Electoral Board expressed concurrence and encouragement regarding the January issuance by the DoE/GR of a PEO Newsletter that is projected for quarterly publication.

Election Calendars for 2017 were received, and upcoming conferences, meetings, and training events were reviewed.

The next meeting was scheduled for 2 p.m. on Thursday, March 16, 2017.

The meeting was adjourned at 3:12 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

March 21, 2017