

A P P R O V E D

BOTETOURT COUNTY ELECTORAL BOARD

MINUTES

MARCH 21, 2017

The Botetourt County Electoral Board met on Tuesday, March 21, 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 2:01 p.m.

The minutes reflecting the actions of the Electoral Board in the meeting of February 9, 2017, were unanimously approved as submitted.

The Electoral Board voted unanimously to continue its existing organization: Chairman John W. Rader, Vice-Chairman William L. Heartwell, III, and Secretary Paul E. Fitzgerald.

The Electoral Board received from the DoE/GR a report and analysis of research conducted regarding portions of the property known as the Morgan Building at 20 South Roanoke Street in Fincastle as a possible solution to secured storage and operational challenges facing the Botetourt County Department of Elections and Voter Registration as a result of altered circumstances related to heretofore utilized facilities. The Electoral Board complimented the DoE/GR on the completeness and clarity of the presentation.

There was a discussion regarding the possibility that Mr. Tommy L. Moore, the Clerk of the Botetourt County Circuit Court, might be interested in the Morgan Building's potential as a solution to his now mandated responsibilities for securing and preserving election-related materials. The Electoral Board asked Vice Chairman Heartwell to discuss that possibility with Mr. Moore.

The Electoral Board advised the DoE/GR that, subject to the determination of the extent, if any, of Mr. Moore's interest in the proposal, the proposal was ready for presentation to Deputy County Administrator David Moorman.

Also related to the matter of secured storage, the Electoral Board in its meeting of February 9 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 discussion that followed his March 21 report to the Electoral Board resulted in the collegial drafting of a request to the Attorney General outlining the Electoral

Board's concerns. The document was unanimously approved with the direction that it be prepared for signature by the Chairman and Secretary.

The DoE/GR reported that her completion of two VERO Classes in Richmond on April 17 will complete her certification. The statewide annual training session in Richmond is now planned for the week of June 26.

The Electoral Board voted unanimously to meet at 7:00 a.m. on June 13, 2017, at the Department's offices, to tour the Botetourt County precincts during the Primary Election, and to meet at 10:30 a.m. on June 14, 2017, in the Second Floor Conference Room of the Court House to conduct the canvass of the Primary Election vote.

The meeting was adjourned at 3:17 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

June 14, 2017