

# **BOTETOURT COUNTY ELECTORAL BOARD**

## **MINUTES**

**THURSDAY MAY 19, 2016**

The Botetourt County Electoral Board met on Thursday, May 19, 2016, in the Blue Ridge Room of the Community Center of The Glebe in the Amsterdam-Daleville area of Botetourt County. 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.

Minutes for the meeting of February 29-March 4, 2016 were approved unanimously as submitted, with technical corrections by the DoE/GR.

In addressing changes made earlier this year by the General Assembly in the Freedom of Information Act (FOIA), on a motion made by Vice-Chair Heartwell, the Electoral Board unanimously named DoE/GR Traci Clark as FOIA Agent for the Botetourt County Electoral Board and the Botetourt County Department of Elections and Voter Registration.

The DoE/GR reported that all necessary actions have been taken to complete boundary adjustments between the Cloverdale and Troutville Precincts (522 votes affected) and re-locating the voting site of the Troutville Precinct from Orchard Hills to Troutville Elementary School (1,535 voters affected), including notices to the affected voters, have been completed and will be effective for the June 14 Primary Election.

The DoE/GR reported current precinct registered voter totals as: Daleville, 2,443; Greenfield, 2,570; Blue Ridge, 2,488; Rainbow Forest, 2,469; Buchanan, 2,300; Mill Creek, 2,146; Eagle Rock, 1,466; Fincastle, 3,001; Troutville, 1,535; and Cloverdale, 3,239. Total: 23,657.

The Electoral Board unanimously concurred in the DoE/GR's plan and assignments for five Precinct Election Officials (PEOs) per precinct for the June 14 Primary Election, based on the approximately eight percent turnout in the June 2012 Primary Election. The total cost of the June 14 Primary is estimated at \$17,000.

The Electoral Board concurred in the DoE/GR's plan to purchase eight two-station Boolee-brand privacy booths for the Cloverdale Precinct at a cost of \$1,230 (including shipping) to replace defective units returned after the November 2015 General Election.

In connection with the annual review of the Botetourt Department of Elections and Voter Registration Security Plan, the Electoral Board unanimously approved, with minor changes, the updated document proposed by the DoE/GR.

The DoE/GR reported that the Governor's recent action regarding restoration of voting rights for convicted felons has resulted in an average of two-to-three requests per week, with twenty processed and six more in hand.

In following up on suggestions for improvements received from PEOs, the Electoral Board concurred in expenditures for additional signage and urged continued encouragement of PEO focus on possibilities for smoothing and expediting voter-flow.

The DoE/GR reported 132 persons are now on the PEO Roster, paperwork has been mailed to 17, and PEO recruitment brochures were included in mailings to 2,057 voters affected by precinct changes.

Other topics discussed included: annual evaluation of the DoE/GR; municipal elections, and problems associated with the new, state-designed voter registration form

Adjournment was unanimously voted at 3:13 p.m., with the next meeting of the Electoral Board scheduled for 7:30 a.m. on June 14 at the offices of the Botetourt County Department of Elections and Voter Registration.

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  
May 27, 2016