

Roanoke County Electoral Board Meeting Minutes

Date: January 31, 2018

Place: Office of the County Administrator, Dan O'Donnell

Attendance: RonKeith Adkins, Chair (via telephone); Gailen Miles, Vice Chair; Dana Martin, Secretary; Anna Cloeter, Director of Elections; Dan O'Donnell, County Administrator, Mary Beth Nash, County Attorney; Ann Marie Green, Director of Human Resources; Rebecca Owens, Assistant County Administrator (Public attendees: Charlene Hayth, Ken Srpan, Ben Shepard, and Roy Miles)

Call to order: 10:02 AM

Reading of minutes: Suspended

Agenda: Board Chair requested that County officials review budget concerns within the Office of Voter Registration and Elections

- Immediately upon opening the meeting Mr. Adkins, Board Chair, called for an executive session to discuss personnel issues. Mr. Martin seconded the motion.
 - Mrs. Miles lead the discussion questioning the deviation from the original agenda, as noted on the Administrators calendar, stating that she had been told several times by the Chair that the County that called the meeting and he had no idea what the agenda was.
- Following the discussion a vote of two yeas and one nay. The motion passed that a closed meeting be held. The four visitors from the public were asked to leave.
- The meeting was reopened at 11:30.
 - Mrs. Miles made a motioned that Anne Marie Green and Rebecca Owens conduct a training session for the Electoral Board and the Director of Elections concerning procedures dealing with payroll forms and county budget processes. The motion was seconded by Mr. Martin. The motion passed.
- Mr. Adkins moved to adjourn the meeting. Mr. Martin seconded.
- The meeting adjourned at 11:40 AM.

The Vice Chair would like to note for the record that the County Electoral Board has long failed to adhere to the procedures set forth in the Virginia Freedom of Information Act for entering and exiting closed session and recording the same in official minutes. Going forward, the Board should use the following format:

[Board Member] moved that the Board enter into a Closed Session to discuss specific personnel matters, as permitted by Va. Code § 2.2-3711(A)(1) [or citation of other exception permitting closed session]. By a vote of 2-1, the Board entered into Closed Session at [time]. At [time] the Board concluded the Closed Session. Chairman [Name] read the following statement: "In accordance with Virginia Code § 2.2-3712(D), I am ask the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board." The Secretary then called the roll for the vote on the above statement: Voting Yes: [Names]. Voting No: [Names].

_____, Ronkeith Adkins, Chair

_____, Gailen Miles, Vice Chair

_____, Dana Martin, Secretary