

## Roanoke County Electoral Meeting Minutes

County Administration Building  
5204 Bernard Dr., Suite 300B  
Roanoke, VA 24018

**Date:** March 21, 2019

**Call to order** by Chair: 10.09 am

**Attendance:** Ken Srpan, Chair; Gailen Miles, Secretary; Anna Cloeter, Director of Registration; Dana Martin, Vice Chair

**Guests:** Ken Hutchins, Ben Shepard

### Minutes:

- Minutes for March 1, 2019, the Board agreed to change the word “required” in the 4<sup>th</sup> paragraph under Travel Policy to read “expected
  - Mr. Srpan reviewed the VEBA by-laws and found nothing to verify that VEBA has made any statement about who should attend.
  - Mr. Srpan made the motion that we accept the change to the minutes and approve the minutes. Mrs. Miles seconded. The motion passed.
- Minutes for March 11, 2019, the Board agreed to change JLARK to JLARC under VEBA Recap. The motion was made by Mr. Srpan and seconded by Mrs. Miles. The motion passed.

### Meeting Agenda:

#### Speaking Engagements Update:

- Currently there are 4 dates scheduled:
  - April 4, Democratic Party
  - April 4, Republican Party
  - April 5, Friendship Living
  - September 20<sup>th</sup>, Roanoke Woman’s Club
- Suggestion was made to contact the churches we use as polling places to see if they have a senior’s forum that we could address.
- Ms. Cloeter will contact OoE’s for intro into their churches as well as encourage the OoE to give the presentations. The OoE’s would hand out only the brochures.

#### Media Update:

- Mr. Srpan reported that Channel 7 is preparing a service announcement program and that he would to write up the announcement.
  - Betty Graham has found 5 people who are willing to go on TV:
    - Steve Lemons, June and Tim Awlor, Erma Williams, Sarah Eller.
  - Senior News has agreed to run an article soliciting our need for OoE’s. This should run in the May issue.
- Mr. Srpan asked Kevin Hutchinson about tagging on to the next round of mailing from his office. Mr. Hutchinson said he needed to check the statues but believes it is not a problem.
  - He suggested that our message be on a #10 envelop size paper to try to avoid added cost. If it has been determined this would cause added cost we will need to discuss how to divide up that cost between departments. Ms. Cloeter suggested that we carry any extra cost if it is incurred.

- Dan Casey is interested in observing a precinct on Election Day. As he is not representing a party he does not need a letter to be an observer. Mr. Srpan will contact him with a letter of what you can and cannot do as an observer.
- Editorial page of the paper, Dwayne Yancy said that our request would make good copy to run a column on the Department of Elections and its needs. We suggested that Mr. Srpan encourage Mr. Yancy to run the article on a Sunday in July or August.

## Travel Policy

Using the current Travel County Policy and Procedures, effective July 1, 2016, the Electoral Board proposed the following additions and/or changes. These changes reflect the parameters to be used by the Electoral Board when making decisions concerning travel expenses for its members. No motion was made at the meeting to adopt these changes. A motion will be entertained once all members have reviewed the proposed changes in context of the existing County Policy.

The Electoral Board has suggested the following: (Attached is a full statement incorporating the suggested changes to the County Policy that is to be used only with Electoral Board Members.)

- 1.0 Definitions: Per Dem:
  - For day trips of less than 3 hours, meals incurred will not be covered by the Per Dem. Only those meals that occur at the destination will be covered by the Per Dem. Per Dem will reimburse 75% of a meal at the destination.
- 2.0 Purpose:
  - Second paragraph, first sentence to read: "The Electoral Board is responsible for determining the reasonableness of the travel."
- 3.0 Responsibility: First paragraph on page 3, insert "the Director of Elections will sign as directed by the Electoral Board."
- 5.1 Membership: The Electoral Board will determine the benefit of membership to a professional organization to the Department of Elections.
- 5.2 Attendance: The Electoral Board will determine the relevance to the Department of Elections.
- 6.3 Lodging: replace Department Director with Electoral Board
- 6.4 Meals and Incidental Expense:
  - Third paragraph, "Meals that are incurred before or after a business event will not be reimbursed. Meals that are incurred during a business related event will be considered a business expense."
  - Fourth paragraph, change Department Director to Electoral Board
  - Fifth paragraph, change to read, "A complimentary meal provided by the hotel/motel that is part of the conference/training does affect your Per Dem."
- 6.4.2 One Day and Local Travel: Second sentence change to "Exceptions may be granted by the Electoral Board and Director of Finance..."
- 7.1.1 Traveler:
  - Bullet point one: replace Department Director with Electoral Board
  - Bullet point two: to be signed by the Director of Elections
- 7.1.2
  - Bullet point one: The Electoral Board will determine if the funds are available.
- Add 7.3.4 to read: the Electoral Board will maintain records for travel and reimbursement.
- Mr. Srpan made a motion that the secretary will incorporate the changes using the County Travel Policy as a template to be presented at the next meeting for

review before adopting the changes. Mr. Martin seconded. Call of vote 3 yes. Motion passed

**New Business:**

The poll book software vendor is still looking for a time when he can fly out to examine our poll books. The in-house IT has been unable to find or fix the problem. To guarantee correct information for the June Primary paper copies of the poll books will be provided even if the poll books are working correctly.

**Next Meeting & Proposed Agenda:** April 10, 2019, at 10 am, in the Director of Elections' office.

1. Update speaking engagement calendar
2. Review the changes in the County Travel Policy
3. Review "Tips on Managing Electoral Board Meetings"
4. Develop a system to track all decisions made by the Board.

**Adjourn:**

- Mrs. Miles made a motion to adjourn, Mr. Srpan seconded. The motion passed.
- Adjourned at 12:10 pm

**Signatures:**

- **Chair:** \_\_\_\_\_
- **Vice-Chair:** \_\_\_\_\_
- **Secretary:** \_\_\_\_\_