

## **Roanoke County Electoral Board Meeting Minutes**

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

**Date:** April 10, 2019

**Attendance:**

Ken Srpan, Chair                      Gailen Miles, Secretary  
Dana Martin, Vice-Chair      Anna Cloeter, Director/GR

**Guest Attendance:** Ben Shepard

**Welcome & Call to Order:** 10:02 am

**Minutes** for March 11, 2019 & March 21, 2019 approved

**Agenda Items:**

Recruitment Campaign Updates & Speaking Engagements Updates

- Kevin Hutchins will not be able to carry our recruiting message in the tax notice mailings.
- Ms. Cloeter will check with the Water Authority to see if they will carry our recruiting message with their mailings.
- Using current county employees will cost us the same as using non-county employees.
- Ms. Cloeter suggested we contact Mr. Ray, of the school board, to see if we can contact teachers for Officers of Election. Mr. Srpan accepted the responsibility to follow up on this.
- Ms. Cloeter will ask for a list of former employees who might be interested in working as Officers of Election.
- Dan Casey, journalist for the Roanoke Times, is interested in doing an article. We are to get back with him in mid-June. Without a primary the June article may be run closer to November. He is also interested in doing an article on the impact of the “no excuse absentee” ruling.
- Dwayne Yancy, Editor for the Roanoke Times, said he’d run an article on our recruitment efforts mid-June for the editorial
- Mr. Srpan offered to write an op-ed to be run mid-September
- The new brochure was approved.
- Nine speaking engagements have been booked. One, Friendship Community, has been delivered.
- Ms. Cloeter has received some applications for Officers of Election resulting from the presentation.

Review of Travel Policy for the Electoral Board found some minor syntax changes.

Mr. Martin made the motion that we accept these guidelines with the syntax changes, Mr. Srpan second, the motion was approved.

Review of Tips for Electoral Board meetings:

- We agreed to add Citizen Comments to the end of our meetings.
- We agreed to place a copy of the Closed Session procedure in the minute binder so that the correct language is used when going into Closed Session and coming out of Closed Session

Further Discussion on Retaining Officers of Election:

- Ms. Cloeter suggested we add an annual recognition for Officers of Election or have an open-house appreciation party each December to thank the Officers of Election for their dedication.
- The Board suggested that we honor the Officers of Election at the end of their training session

with a lapel pin, the Chiefs and Co-Chiefs will receive one that distinguishes them from the general Officers of Election. Before approving the program Ms. Cloeter will check on the cost and report back to us. This item will be added to the wish list.

#### Decision Tracking System

Ms. Cloeter will develop a prototype spread sheet for tracking all decisions made, follow through, adjustment, etc. Ms. Cloeter will present a mock of the spread sheet at our next meeting.

#### Pollbook Status:

- Ms. Cloeter tested 10 of the poll books over the course of three days subjecting them to general use. At the end of the trial she found that the books were responding correctly, however, the poll books are old and having them sit idle for most of the year deteriorate their function. Ms. Cloeter noted that the ports are getting old, though she believes we can use the poll books for November but is concerned that the books will not last through 2020.
- Ms. Cloeter talked about a new technology that will make poll book applications more user friendly. The equipment would be leased from the vendor which means that we would not have to replace or repair the equipment. This technology, owned by Demtech, is not yet available in that we need state approval. These machines have military grade security. They also offer a program that is an audit on demand. The program is capable of producing comprehensive polling and canvassing results. Ms. Cloeter is in favor of the new equipment and programs.
- She is waiting pricing and availability and will then make a presentation to the Electoral Board and the County Administration.
- Ownership of election equipment is not a positive because at the end of their use the equipment is destroyed. There is no resalable value for voting equipment.
- Mr. Srpan asked if the Republicans run a firehouse primary will they be able to use the poll books. Ms. Cloeter said that it can be done and if they use them she will set them up.
- Ms. Cloeter said that she will talk to Loudon County about how they group their poll books – setting up an internal wireless for connectivity between 3 poll books. This could eliminate having to alphabetized waiting lines at the polls.
- Ms. Cloeter believes that the current poll books will be available for November.

#### Next Meeting & Suggested Agenda: TBD

- Performance Evaluation on Ms. Cloeter.
- Conduct a Reappoint of the Director of Elections
- Ms. Cloeter to report on the following: Update on new polling technology, price, and availability; Present a prototype of the Decision Tracking Spread Sheet; Cost of award lapel pins
- Review issues to be addressed prior to introduction of “no excuse” absentee in-person voting in November 2020.
- Update of Speaking Engagements and recruitment efforts

#### Adjournment:

Mr. Martin made the motion that the meeting be adjourned, Mr. Srpan seconded. The meeting was adjourned at 11:55 am.

#### Signatures:

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