

Roanoke County Electoral Board Meeting Minutes

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

Date and Time: September 27, 2019 @ 10:00 AM

Chair: Ken Srpan

Vice Chair: Dana Martin

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Dana Martin

Ken Srpan

Meeting Agenda:

1. Call to Order: 10:03 AM
2. Approval of Minutes: The Electoral Board unanimously approved minutes from its meeting on June 27, 2019.
3. Chair Report
 - a. Mr. Srpan and Ms. Cloeter met with Supervisor Chairman Phil North, County Administrator Dan O'Donnell, and Asst. County Administer Rebecca Owens.
 - b. Srpan and Cloeter presented the case that the Registrar's Office requires additional space, particularly in light of upcoming changes in Virginia's no excuse absentee in-person early voting law that will be in effect as of the November 2020 Presidential Election.
 - c. In the process of that presentation, Mr. North learned that the voting machines were being stored in a relatively unsecure location in Vinton. He was adamant that the machines be moved and stored in a secure location as soon as possible and acknowledged that accessibility to the Registrar's Office was important.
 - d. Both Mr. North and Mr. O'Donnell agreed that one way to potentially alleviate crowds during early voting and address the Office's concerns about its existing location and hours being inconvenient to voters in Catawba, Hollins, and Vinton would be to add a satellite absentee voting venue somewhere in North Roanoke County. This would require added personnel to work the location and all acknowledged that establishment of a satellite for absentee voting would not eliminate the Office's need for additional and more readily accessible storage and workspace.
 - e. Both also agreed that the Registrar's Office needs a larger space in which to conduct its business. Specifically, the space should accommodate the Office's election equipment, machinery, materials, records, and supplies, address the shortage of workspace, concerns about information and physical security, and be available for long-term use.
 - f. Ms. Owens said she would have the directors of General Services and Parks & Recreation to meet with Ms. Cloeter to explore possible venues for a new storage area for the machines, satellite early voting location, and new office space.
 - g. Ms. Cloeter and Ms. Owens will also work closely to specific needs for a new office and work on the budget for the fourth quarter.

4. Director Report

- a. Pricing for the new poll books from DemTech is still being negotiated. The negation is primarily between DemTech and their hardware supplier.
- b. Currently 136 new people have expressed their interest in becoming an Officer of Election of which 50 have not yet responded. We need more officers for the Vinton and Hollins locations. The goal is to have 250 voters per officer.
 - i. Mr. Sspan volunteered to talk to Jason Peters about recruiting more people for the Vinton and Hollins areas.
 - ii. Ms. Miles agreed to continue calling for presentation bookings with civic groups.
- c. The Security Plan has not been updated since 2010. The Department of Elections/State Board is still working on new guidelines from which local electoral boards should build their plans. The release date for these guidelines is thought to be sometime in December.
- d. At the request of the Electoral Board, the Director agreed to develop a brief presentation for the County Administration and Board of Supervisors on what it takes to run an election and run for an office in general. The Director noted that a busy schedule of elections and other planned activities would delay preparation of this presentation.

5. New Business

- a. Ms. Miles presented a new document, *Record of Mileage*, along with the current *Election Day Checklist* to the board making a motion to add both documents as an official Board record. Mr. Sspan seconded the motion.
 - i. A discussion followed with the explanation of the benefits for having a separate official mileage record. This configuration would allow the Record of Mileage to be given to the staff member whose responsibility it is to submit vouchers to the county and be held in a separate file. The Checklist is held with the Director who will use that document to factor in changes for upcoming elections.
 - ii. Board members are to make notations to the Checklist even if it seems like the issue is a onetime occurrence and the issue has been addressed. This will help identify if there is a trend developing.
 - iii. It was noted that the term Co-Chief be changed to Deputy-Chief.
 - iv. The motion passed with three votes.
- b. Ms. Cloeter agreed to send out a letter to all of our private polling places encouraging them to provide a neutral voting environment.

6. Adjournment: The meeting was adjourned at 11:18 AM

Signatures:

- Chair: _____
- Vice-Chair: _____
- Secretary: _____