

## Roanoke County Electoral Board Meeting Minutes

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

**Date and Time:** November 13, 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

**Guests:** Jeff Krasnow, Susan Cloeter

### Meeting Agenda:

1. Call to order: 10:00 AM
2. Approval of Minutes: The Electoral Board unanimously approved minutes from its meeting on September 27, 2019.
3. New Business:
  - a. Certification of Results: The Electoral Board certified the Abstract of Results for the November 5, 2019 election and signed related paperwork.
  - b. Review of the November 5<sup>th</sup> General & Special Election: The Board reviewed notes taken during the election and identified areas for further study or improvement:
    - i. A number of precincts reported election equipment problems such as “jams,” screen inoperability, power failures. Issues identified were use of the incorrect open/header card at two precincts, the wrong power cords or loose power connections, having the screen turned off, etc. Office staff and machine technicians were able to resolve each of these problems with minimal inconvenience to voters.
    - ii. Poles for some precinct signs were missing. The Office will work with Parks & Recreation to ensure all materials deposited at polling places the day prior to the election are collected two days later, inventory the Green Sign Bags that are sent to each precinct, and secure replacement parts where necessary.
    - iii. Some schools using Aramark janitorial services were not opened by assigned staff until after 5:00 AM, others had not been set up properly the night prior and still others were opened by people who did not know the location of secure equipment storage rooms and how to open them. In all cases the polls were opened in time, but these issues need to be addressed before future elections.
4. Chair Report:
  - a. Office Space: We have not heard back from Ms. Owens concerning our discussions about finding additional space. Ms. Cloeter has a meeting with her next Thursday, November 21. The Electoral Board is also concerned that there has been no follow-up regarding the assignment of more secure storage space for election equipment. Mr. Srpan will discuss this issue with Supervisor North and request his continued assistance in identifying and securing a more appropriate storage location.

- b. Coordinating with Roanoke County Schools for Election Day: There are still problems with cooperation between the election staff and some schools on issues such as room assignments, door access, equipment security, provision of chairs/tables, and availability of a refrigerator/microwave for use by officers of election serving from 5 AM to about 8:30 PM on Election Day. Some school staff reported difficulties working with officers of elections during previous elections. Mr. Srpan will arrange a meeting with Ms. Cloeter, Dr. Ken Nicely, Superintendent of Schools, and Mr. Mike Wray, School Board Member, to discuss the needs of both sides.
  - c. Increasing Officers of Election for Vinton: Mr. Srpan spoke to Mr. Jason Peters, Supervisor for Vinton. Mr. Peters said he would talk to the Mayor, Town Council, etc, looking for idea to stimulate more interest in their citizens to serve.
- 5. Director Report:
  - a. Officers of Election: The November 2019 had a good turnout of Officers of Elections for training. However, in the two weeks prior to the election a large number of people called in with emergency problems that caused them to drop out. The Office will continue to schedule enough officers to potentially over-staff each polling place in hopes of ensuring that each precinct is adequately staffed on Election Day. The Director of Elections requested that the Board of Elections continue their efforts recruit additional staff and requested that the Electoral Board consider reappointing officers prior to Mach 1<sup>st</sup> to eliminate any potential issues/delays ahead of the March 3<sup>rd</sup> Presidential Primary. Elections Office staff will prepare a list of officers for the Electoral Board to consider for reappointment at their next meeting.
  - b. Security: We are still waiting for State to deliver election equipment and IT security guidelines. The projected delivery of these guidelines is December 2019. The Director of Elections is working with County IT personnel to complete the required NCSR and EIAT surveys as required pursuant to HB 2178.
  - c. Poll Book Update: Ms. Cloeter is continuing to negotiate with DemTech. Ms. Owens and the Supervisors will move forward with this issue in its December/January meetings.
  - d. Ballot Scanners: A number of precincts reported that scanners seemed to run slower than they had at previous elections, which caused slight increases in voter wait times. Election Staff will work with the vendors to determine whether the equipment is running slower than it should and what, if anything, can be done to remedy the situation. A suggestion was made to place dehumidifiers in the storage space; Ms. Cloeter will check with the vendors to see if this might improve the situation.
- 6. Guest Comments:
  - a. The Board was asked if it is possible that all candidate names be placed on the same/front side of each ballot. Ms. Cloeter responded that the State Board of Elections has approved a strict set of ballot design and style guidelines that all localities must comply with when preparing their ballots and that the Department of Election has final approval of all locality ballots. Ms. Cloeter will make a set of ballot design/style guidelines available for voter review.
  - b. A concern was raised about curbside voting in that the there seems to be no mechanism to alert the Poll Officers there is someone waiting curbside. Suggestions were made to have an officer man the area or set up a doorbell alert mechanism. Sufficient numbers of officers are not always available to have someone responsible for watching for and assisting curbside voters in each precinct, so Ms. Cloeter encourages precincts to check for curbside voters on a regular basis. The office recently procured curbside voting cones with toppers that provide the office phone number so that any voters waiting for service can notify the precincts, requests that the voter ask a passing voter to alert

precinct staff on their behalf, etc. The office has considered a doorbell-like product in the past, but had issues with the mechanism working and being heard within a number of precincts and lacked the requisite funding to proceed.

- c. A concern was expressed that campaign signage is a problem in that signs are removed after being placed and that some private properties that are used as a polling place do not permit the posting of such materials. The Board recommended that the local Democratic and Republican party chairs meet to discuss this issue and come to some agreement as managing campaign sign placement is outside the purview of the Elections Office and Electoral Board.
7. Next Meeting: The next Board meeting is scheduled for November 26, at 10 AM. At this time, the Electoral Board will reappoint of Officers of Election for 2020-2021.
8. Adjournment: The meeting was adjourned at 11:57 AM

**Signatures:**

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