

## Roanoke County Electoral Board Meeting Minutes

Date: December 18, 2023

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Srpan

Vice Chair: Maurice McBride

Secretary: Jeff Krasnow

Attendees: Ken Srpan, Maurice McBride, Jeff Krasnow, Anna Cloeter

Visitors: None

- I. **Welcome & Call to Order:** Chairman Ken Srpan called the meeting to order at 10:00 AM and welcomed everyone.
- II. **Adoption of Agenda:** Vice Chairman Maurice McBride moved the adoption of the agenda for the meeting which was unanimously approved by a vote of 3-0.
- III. **Review & Signing of Previous Minutes:** The minutes of the prior meetings were reviewed, following which Secretary Jeff Krasnow moved the adoption of the minutes. The motion was unanimously approved by a vote of 3-0, following which the minutes were signed by the Electoral Board.
- IV. **Agenda:**
  - a. **Open Session – Election Review:** The Electoral Board reviewed all precinct visit records, calls and questions received by the office on Election Day, and feedback received from Chiefs and Co-chiefs after Election Day. Apart from a power outage at the Elections Office on November 7, no major issues were reported.
  - b. **Appointment of Officers of Election for 2024-2025 Election Cycles:** A list of currently serving Officers of Election and voters who have expressed interest in serving but not yet been appointed was presented to the Electoral Board for review and approval. Chairman Srpan moved that the preliminary list of Officers be approved and that all names on the list receive paperwork regarding the responsibilities of service, appointment to the upcoming term, and access to a secure online portal through which they will be able to update their personal information, see where they are scheduled to work, schedule their training sessions prior to each election held during this term, etc., as soon as it is ready to launch in the New Year. Once initial responses have been collected, they will be shared with local party chairs so that they have an opportunity to designate officers as approved party representatives. Local party chairs will also be given the opportunity to submit the names of additional, new officers for appointment as approved party representatives in the weeks prior to each upcoming election; these individuals will be required to undergo mandatory training in the duties of an officer of election prior to being eligible to serve.
  - c. **Chair's Report:** None.
  - d. **Director's Report:** Ms. Cloeter shared the updated Dates & Deadlines for the March 5, 2024 Presidential Primary Election with the Electoral Board.
  - e. **Comments from the Vice-Chair & Secretary:** None
  - f. **Public Comment:** None
- V. **Scheduling of Next Meeting:** TBD
- VI. **Closed:** Meeting Recessed at 11:58 PM

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_