

## Roanoke County Electoral Board Meeting Minutes

Date: July 19, 2024

Time: 1:00 PM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Sspan

Vice Chair: Michael Walsh

Secretary: Jeff Krasnow

Attendees: Ken Sspan, Michael Walsh, Jeff Krasnow, Anna Cloeter

Visitors: John Young, Officer of Elections

- I. **Welcome & Call to Order:** Chairman Ken Sspan called the meeting to order at 1:00 PM and welcomed everyone in attendance.
- II. **Adoption of Agenda:** Vice Chairman Michael Walsh 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 Mr. Krasnow moved the adoption of the minutes. Mr. Krasnow's motion was seconded by Mr. Walsh and approved by a vote of 3-0. The Electoral Board signed the minutes at 1:01 PM.
- IV. **New Business – Personnel Review:** At 1:02 PM, Mr. Sspan requested a motion that the Electoral Board enter into a closed session to conduct an annual personnel review as permitted by Virginia Code § 2.2-3711(A)(1).
  - a. Mr. Krasnow moved that the Electoral Board enter into a closed session pursuant to Mr. Sspan's request, which motion was seconded by Mr. Walsh.
  - b. Mr. Sspan then announced that, without objection, and by a 3-0 vote, the Roanoke County Electoral Board had entered into closed session for the purpose of conducting a personnel review as permitted by Virginia Code § 2.2-3711(A)(1) at 1:03 PM. At that time, Director of Elections Anna Cloeter and visitor John Young were excused from the room and the Electoral Board began its annual employee evaluation process.
  - c. At 1:28 PM, the Electoral Board requested that Ms. Cloeter reenter the room to discuss the results of the personnel review.
  - d. At 1:33 PM, the Roanoke County Electoral Board concluded its closed session:
    - i. Mr. Sspan stated, "in accordance with Virginia Code § 2.2-3712 (D), I am asking the Secretary of the Electoral Board to conduct a roll call to certify that to the best of each member's knowledge that 1. Only public business matters lawfully exempt from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting, and 2. Only such public business as was identified in the Motion for the closed meeting by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board. The Secretary will now call the roll for the above statement."
    - ii. Sec. Krasnow proceeded to call the roll as follows: Mr. Sspan - Mr. Sspan voted aye. Mr. Walsh - Mr. Walsh voted aye. Mr. Krasnow - Mr. Krasnow voted aye.
  - e. The Electoral Board reconvened in open session at 1:34, at which time Mr. Young was invited to rejoin the public meeting.
- V. **Chair's Report:** No comments.
- VI. **Director's Report:** No comments.
- VII. **Comments from the Vice-Chair & Secretary:**
  - a. Mr. Krasnow asked the rest of the Electoral Board to consider adoption of an electronic meeting policy in the event that an urgent need to meet arises in the future when one or more members of the Electoral Board are unavailable to meet in person. Mr. Sspan noted that such a policy would only be applicable in emergency situations and Mr. Walsh agreed that the Board should look into the possibility. Ms. Cloeter offered to circulate a draft electronic meeting policy that she recalled being prepared and approved by the State Board of Elections or Virginia Department of

Elections during the COVID pandemic for the Electoral Board to use as a starting point.

- b. Mr. Walsh asked Ms. Cloeter about the ballot review/preparation/approval/order process and timeline for the upcoming election. Ms. Cloeter shared that the Virginia Department of Elections' (ELECT) deadline to certify candidates and issues for inclusion on November's ballots will be September 6<sup>th</sup>, that the County's ballot proofing process will begin immediately once certifications are available, that staff will then have from September 9<sup>th</sup> to the 13<sup>th</sup> to prepare and submit all ballot styles (one full ballot style for each precinct, one federal only ballot style for each precinct, and one presidential only ballot style for each precinct) to ELECT for final approval, and that the County is required to obtain the Department's approval in order to move forward with its ballot order. Ms. Cloeter explained that the County's ballot printing vendor will have an incredibly limited time to print and deliver ballots as County Elections staff needs ballots in hand in order to complete the required L&A testing of all voting equipment, prepare and mail absentee balloting materials to all voters with approved absentee ballot requests on file, and begin early voting at 8:00 AM on September 20<sup>th</sup>. Questions were asked about what might happen if changes were made to either party's candidates before or after ballot proofs were approved, ordered, and delivered, and the answer was that changes could be made with approval from the Virginia Department of Elections until ballots are printed and that anything after that time would require formal guidance from ELECT or the State Board of Elections.

- VIII. **Public Comment:** None.
- IX. **Scheduling of Next Meeting:** The Electoral Board will meet at 10 AM on September 3<sup>rd</sup>.
- X. **Closed:** Meeting recessed at 1:56 PM.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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