

## Roanoke County Electoral Board Meeting Minutes

Date: July 23, 2025

Time: 10 AM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Sspan

Vice Chair: Mickey Mixon

Secretary: Jeff Krasnow

Attendees: Ken Sspan, Mickey Mixon, Jeff Krasnow, Anna Cloeter

Visitors: None

- I. **Welcome & Call to Order:** Chairman Sspan welcomed everyone in attendance and called the meeting to order at 10 AM.
- II. **Approval of Agenda:** Mr. Sspan moved the adoption of the agenda for the meeting, which was seconded by Vice Chair Mixon, and unanimously approved by a vote of 3 to 0.
- III. **Old Business – Approval of Minutes from Last Meeting:** Minutes from the previous meeting were reviewed, Mr. Mixon moved that the minutes be adopted, Secretary Krasnow seconded, and the adoption of minutes from the last meeting was approved by a vote of 3 to 0. The Electoral Board then signed the minutes.
- IV. **New Business:**
  - a. **Open Session –**
    - i. **Annual Polling Place ADA Accessibility Review** – The Electoral Board reviewed polling place accessibility for all 33 of its Election Day polling places, having evaluated each precinct during and after the June 2025 primary election. No issues or changes were identified at any of Roanoke County’s polling places; however, due to ongoing construction activities at the polling places for Precincts 105 and 404, Glen Cove Elementary and W.E. Cundiff Elementary Schools, the Electoral Board intends to re-evaluate the accessibility of both sites again ahead of the November General Election to ensure that no new barriers to access exist. Mr. Sspan moved that the Electoral Board Certify that Roanoke County’s polling places comply with the ADA. Mr. Mixon seconded the motion. By a vote of 3-0, the motion was approved. Mr. Krasnow completed ELECT-310C-ADACC, the “ADA Compliance Confirmation,” and Ms. Cloeter will submit the completed form to ELECT for review.
    - ii. **Preparations for the November 2025 Gubernatorial Election**
      1. **Presentation of Dates and Deadlines** – Major dates and deadlines for the upcoming election are as follows:
        - a. First Day of Early Voting: September 19
        - b. Deadline to Begin Mailing Absentee Ballots to Voters with Valid Requests on File: September 19
        - c. Final Day of Registration: October 24
        - d. Beginning of Same Day Registration + SDR Provisional Voting: October 25
        - e. Saturday Hours for Early Voting:
          - i. October 25 from 8 AM to 4 PM
          - ii. November 1 from 9 AM to 5 PM
        - f. Last Day to Vote Early In-Person: November 1
        - g. Election Day: November 4, 6 AM to 7 PM
      2. **Update regarding RCPS request for relocation of Polling Places for Precincts 105 and 404** – Mr. Sspan and Ms. Cloeter met with Roanoke County Administrator, Superintendent of Roanoke County Schools, and the Schools’ Directors of Facilities and Operations on July 21<sup>st</sup> to discuss their request that Elections consider relocating polling places for the November 2025 Gubernatorial Election. Given the inconvenience to voters, concerns about making temporary polling place changes before a

major election that could potentially discourage turnout, and due to the costs associated with such a request, Roanoke County Elections and Administration were not eager to relocate the polling places for Precincts 105 and 404. School staff expressed their concerns that construction on both buildings would not be complete and that there is always potential for the buildings to lose power or HVAC service as a result of construction. However, both Glen Cove Elementary and W.E. Cundiff Elementary Schools will be welcoming students back to their campuses full-time starting in August. While construction will be ongoing in other areas of the buildings, the parking lots and drives have been completed at both schools and the gymnasiums will be available to serve as polling places in November. Alternative spaces that would be conducive to voting and readily accessible to voters will also be available in each building should something unexpected arise. Staff from Elections and RCPS facilities will meet at both locations the week prior to Election Day to ensure that all necessary preparations have been made.

3. **Electoral Board Polling Place Checklist for Election Day** – The Electoral Board reviewed Mr. Srpan’s proposed revisions to their Polling Place Checklist for Election Day and approved of the new, more streamlined format. Mr. Krasnow moved that the Electoral Board adopt Mr. Srpan’s proposed draft as their official Checklist, Mr. Mixon seconded his motion, and the motion was approved 3-0.

- b. **Closed Session – Personnel Review:** At 10:40 AM, Mr. Srpan 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). Mr. Krasnow moved that the Electoral Board enter into a closed session pursuant to Mr. Srpan’s request, which motion was seconded by Mr. Mixon. Mr. Srpan 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 10:42 AM. At that time, Ms. Cloeter was excused from the room and the Electoral Board began its annual employee evaluation process. At 11:17 AM, the Electoral Board requested that Ms. Cloeter reenter the room to discuss the results of the personnel review. At 11:27 AM, the Roanoke County Electoral Board concluded its closed session: Mr. Srpan 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.” Mr. Krasnow proceeded to call the roll as follows: Mr. Srpan - Mr. Srpan voted aye. Mr. Mixon - Mr. Mixon voted aye. Mr. Krasnow - Mr. Krasnow voted aye. The Electoral Board reconvened in open session at 11:32 AM.

- V. **Director’s Report:** Ms. Cloeter shared that the County’s election website has been updated with details pertaining to the November 4, 2025 Gubernatorial Election in Virginia. She also shared an update from Roanoke County Public Libraries with the Electoral Board: the Hollins Branch Library is expected to be closed from early 2026 through 2027 due to renovations. As a result, Elections Staff and the Electoral Board will need to search for an alternative polling place for Precinct 206 – Hollins that can be used through 2027. The Board and staff plan to work with the County Attorney, Administration, and Board of Supervisors to secure a relocation ordinance early in the New Year so that Precinct 206 will have a new polling place in time for any June primaries.
- VI. **Chairman’s Report:** Nothing to report at this time.
- VII. **Comments from the Vice-Chair and Secretary:** Secretary Krasnow reiterated his interest in exploring an election officer or staff appreciation dinner for the holidays or during the summer. Vice Chair Mixon requested that staff prepare a poster for use at the precincts on Election Day

that might aid in encouraging voters to sign up to serve as officers of election in the future. Director of Elections Cloeter indicated that she would prepare a draft for review at the Board’s next meeting.

VIII. **Public Comment:** N/A

- IX. **Scheduling the Next Meeting:**
- a. The Board will meet at 10 AM on September 8<sup>th</sup> to continue discussions related to general election preparations and officer of election recruitment efforts.
  - b. The Electoral Board has set the following dates for canvass of the November 4, 2025 General Election: November 5 at 1:30 PM; November 7 at NOON; November 10 at NOON; November 12 at NOON (if necessary); November 13 at NOON (if necessary); November 14 at 3 PM to certify results.

X. **Adjournment:** The meeting adjourned at 11:52 PM.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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