

## Roanoke County Electoral Board Meeting Minutes

Date: September 8, 2025

Time: 10 AM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Srpan

Vice Chair: Mickey Mixon

Secretary: Jeff Krasnow

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

Visitors: None

- I. **Welcome & Call to Order:** Chairman Srpan welcomed everyone in attendance and called the meeting to order at 9:58 AM.
- II. **Approval of Agenda:** Secretary Krasnow 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. Krasnow moved that the minutes be adopted, Vice Chair Mixon 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. **Final Updates and Preparations for the November 2025 Gubernatorial Election in Roanoke County:** Director of Elections Cloeter provided the Electoral Board with an update on dates and deadlines pertaining to the upcoming General Election and reported that approximately 4,200 absentee ballots have been requested thus far and will be mailed out on or just before September 19<sup>th</sup> to voters with valid requests on file.
  - b. **Satellite Office Availability Policy:** Mr. Srpan moved that, henceforth, the voting period for each Presidential and Gubernatorial General Election at the Roanoke County Elections Satellite Office at the Brambleton Center will be set to the maximum number of dates prescribed by the Virginia General Assembly (currently 45 days). For all other general and primary elections, the voting period at the Roanoke County Elections Satellite Office shall be determined on an individual basis by the Electoral Board. Mr. Krasnow seconded the motion, and it was unanimously approved by a vote of 3-0.
  - c. **Officer Recruitment Efforts:** Ms. Cloeter shared a draft of the Officer of Election recruitment poster that the Electoral Board requested she make sure to share it with stakeholders in hard-copy and digital formats and post at precincts on Election Day. The Board requested that Ms. Cloeter see if Roanoke County could help with the creation of such a poster and share it via their social media outlets.
- V. **Director’s Report:** Nothing to report at this time.
- VI. **Chairman’s Report:** Mr. Srpan reported that, in light of the fact that the Hollins Library will be closing for two years of renovations starting in early 2026, he spoke with Pastor David Palmer of North Roanoke Baptist Church and that they are willing to serve as a polling place for Precinct 206 – Hollins during that time period. Ms. Cloeter will work with the Roanoke County Attorney and Board of Supervisors to secure a temporary relocation of Precinct 206 – Hollins’ polling place from the Hollins Library to North Roanoke Baptist Church early in the New Year. The relocation will need to be approved by the Virginia Department of Elections and the Attorney General’s Office as well.
- VII. **Comments from the Vice Chair and Secretary:** No comments.
- VIII. **Public Comment:** N/A

- IX.    **Scheduling the Next Meeting:**
- a.    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 (if necessary); November 12 at NOON; November 13 at NOON (if necessary); November 14 at 3 PM to certify results.
  - b.    The Electoral Board will meet next on November 19 at 10:00 AM to debrief the November 4, 2025 Gubernatorial Election in Roanoke County and to hold a Risk Limiting Audit (RLA) in the event that the State Board of Elections (SBE) selects a Roanoke County district during its meeting on November 17<sup>th</sup>. If a Roanoke County district is not selected for an RLA by the SBE, the Board will only meet to debrief the election.
- X.    **Adjournment:** The meeting adjourned at 10:31 AM.

Secretary    \_\_\_\_\_

Chair        \_\_\_\_\_

Vice Chair   \_\_\_\_\_