

Roanoke County Electoral Board Meeting Minutes

Date: February 6, 2018

Call to order: 10:10 AM

Attendance: RonKeith Adkins, Chair; Gailen Miles, V Chair; Dana Martin, Secretary; Anna Cloeter, Registrar; and four members of the public

Meeting Topics:

- **Meeting Minutes:** Minutes from November 21, 2017 were approved.
- **Agenda:** Ms. Miles proposed creating a written agenda prior to each meeting so that attendees can come prepared for the items to be discussed. The proposal failed to receive a second and was tabled.
- **Election Day Check List (EDCL):**
 - Ms. Cloeter presented a revised EDCL to facilitate recording multiple visits to a precinct. The document would also serve to verify mileage. After the discussion Mr. Martin asked for further revisions, moving the Poll Chief's signature to the comment section. No motion was accepted to use the document to verify mileage.
- **Officers of Election:**
 - Mr. Adkins moved that the Board accept the current list of Officers of Election. Ms. Miles seconded and the motion was passed.
- **Review of polling locations:**
 - The Registrar and her staff are to physically visit all polling places the week of February 12th. The Board specifically asked for her to investigate, and visit, if appropriate, alternative polling places for precincts 106, 201, and 306.
 - Recommendations to be presented at the next Board meeting.
- **Budget:**
 - The Registrar reported she has requested an additional \$4,000 for the June 2018 primary.
 - Because of an increase in processing voter registration requests, an increase of 45% since 2015 (15,297 to 33,981), requiring additional staff, along with higher expenditures for the purchase of ballots and other election day supplies, the budget will allow only the minimum mandatory attendance at the Department of Elections training. This will result in only one Board member, the latest member seated, to be reimbursed for their attendance.

- The request for security room-dividers has not yet been approved by the county.
- **Personnel Evaluation:**
 - At 1:43 PM the Board recessed into executive session for the purpose of considering Human Resources items. The personnel issues discussed did not require an open-session vote.
 - The Board resumed open session at 1:52 PM.
- **New Business:**
 - There was no new business.
- **Next Meeting:**
 - Scheduled for February 27th at 10:30 AM
 - Proposed agenda:
 - Polling place review and recommendations
 - Budget updates
 - Conduct a Personnel Evaluation
 - Prior to the next meeting all necessary attendees will be contacted to see if they have additional items for the February 27th agenda.
- **Adjournment:**
 - Meeting was adjourned at 2:03 PM.

Signatures:

RonKeith Adkins, Chair _____

Gailen Miles, V. Chair _____

Dana Martin, Secretary _____