

## Roanoke County Electoral Board Meeting Minutes

**Date:** March 5, 2018  
**Call to order:** 10:04 AM  
**Attendance:** RonKeith Adkins, Chair; Gailen Miles, V Chair; Dana Martin, Secretary;  
Anna Cloeter, Registrar; and two members of the public

### Meeting Topics:

- **Meeting Minutes:** Draft minutes prepared by Secretary Martin were presented for consideration. Ms. Miles proffered an alternate draft of the minutes. Mr. Adkins made a motion to table approval of minutes for the February 6, 2018 Board Meeting to give all Board Members a chance to review both drafts before proceeding. Mr. Martin seconded the motion.
- **Reorganization of the Board:** The reorganization was passed by a 2 yea, and 1 nay vote after Mr. Martin proposed that the board continue in the same positions and Mr. Adkins made the motion. Ms. Miles asked that discussion take place prior to the approval of a motion and stated that she believed change would be a benefit to the Electoral Board and that she would be a good candidate for the Secretary position. After discussion, Mr. Adkins re-made his original motion and Mr. Martin seconded. The Board was reorganized as follows:
  - RonKeith Adkins, Chair
  - Gailen Miles, Vice Chair
  - Dana Martin, Secretary
- **Election Day Check List (EDCL):**
  - At a previous meeting, 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.
  - The above revisions were completed but Board members have requested more time to study the EDCL. Further discussion was tabled for a later meeting of the Board.
- **Review of polling locations:** The inspection of all polling places has been completed. Ms. Cloeter made the following recommendations:
  - Recommend that Garst Mill (#306) be moved to Room 116 at the Brambleton Center to improve parking, ease of access, and ADA accessibility.
  - The Board has instructed Ms. Cloeter to investigate the possibility of moving Plantation (#201) to Friendship Manor or Hollins University due to ADA accessibility concerns.
  - Ms. Cloeter did not recommend moving Green Hill (#106) to the Glenvar Library. The Precinct serves a large number of voters and the size of the meeting room(s) and layout of the new branch would make it difficult to accommodate lines and disrupt the flow of traffic in and out of the precinct.
  - Ms. Cloeter was instructed by the Board to request placement on the docket for the March 27 and April 10 Board of Supervisors meetings.
- **Budget:** There was no discussion concerning the budget during this meeting due to time constraints.
- **New Business:** No new business was discussed at this meeting, though Ms. Miles proposed to resume her High School Voter Engagement and Registration Program, to share content on voting machine security and L&A protocols learned during the VEBA Annual Conference at a later meeting.
- **Personnel Evaluation:** At 11:30 AM, Mr. Adkins made a motion to close the meeting to discuss human resource items with the specific purpose of preparing an annual personnel evaluation for Ms. Cloeter pursuant to the personnel/human resources exemption 2.2-3711(A)(1) of the Code of Virginia. Ms. Miles seconded that motion.
  - During the closed session, the Board worked on Ms. Cloeter's personnel evaluation. The document is in draft form and will be reviewed by the Board prior to the next meeting, at which time it will be discussed with Ms. Cloeter.
  - The Board resumed open session at 12:50 PM, at which time all members of the Electoral Board certified that, to the best of their knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia FOIA and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.
- **Next Meeting:** Scheduled for March 13, at 10 AM for the purposes of providing an update on polling place recommendations and completing Ms. Cloeter's personnel evaluation.
- **Adjournment:** Meeting was adjourned at 12:56 PM.

### Signatures:

RonKeith Adkins, Chair \_\_\_\_\_  
Gailen Miles, V. Chair \_\_\_\_\_  
Dana Martin, Secretary \_\_\_\_\_

*Minutes prepared by G M*