

## Roanoke County Electoral Board Meeting Minutes

**Date:** March 13, 2018

**Call to order:** 10:08 AM

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

### Meeting Topics:

- **Approval of Minutes:**

- Ms. Miles stated there needed to be changes to the minutes. Mr. Martin challenged that there were no substantive discrepancies between the minutes prepared by the Secretary and those prepared by Ms. Miles.
- Mr. Martin queried whether adherence to a different format would please Ms. Miles, who countered that there were both substantive discrepancies and stylistic and formatting defects to the minutes prepared by the Secretary, which were not based on contemporaneous notes, had to have significant content added by the Registrar, and did not accurately reflect the motions made or items discussed during the meeting. Ms. Miles concluded that she would not be comfortable signing a document that did not accurately reflect the content of the previous Electoral Board meetings.
- Mr. Adkins requested that further discussion regarding the approval of meeting minutes be postponed to a later meeting so that the Board could address the General Registrar's performance review during this session.
- Upon the motion of Mr. Adkins, and a second from Mr. Martin, Minutes from February 6, 2018 and March 5, 2018 were tabled to give the secretary time to make those changes.

- **Update and Recommendations on Polling Places:**

- Ms. Cloeter reported that she contacted the Clerk of the Board of Supervisors and tentatively reserved time on the Board of Supervisors meeting agendas for March 27 and April 10 to present two polling place relocation requests. She explained that the Clerk would need confirmation that the time would be needed no later than March 19<sup>th</sup> in order for the items to be addressed during those meetings.
- Regarding the alternate locations to which the Electoral Board intends to move its polling places,
  - Ms. Cloeter reported that she had tried to contact Friendship Manor regarding the relocation of Precinct #201 – Plantation, but that she had yet to speak directly with anyone in a position to speak on the possibility of relocating a polling place to Friendship's facilities. However, she said that she had contacted Ms. Miles for assistance the previous afternoon and that Ms. Miles had successfully reached someone. Ms. Miles shared that she spoke with a Ms. Richards, the Director of Campus Admissions for Friendship Manor, who seemed receptive to the idea and willing to work with the County in this regard. Ms. Miles provided Ms. Cloeter with the contact information for Ms. Richards and asked her to contact Ms. Richards directly.
  - Ms. Cloeter will contact the Parks and Rec Department of Roanoke County regarding the relocation of Precinct #306 – Garst Mill's polling place to the Brambleton Center.
- *Ms. Miles noted that one item discussed during the polling place evaluation and reports on the same had been inadvertently omitted from the minutes of the March 5<sup>th</sup> meeting –*
  - *Ms. Miles asked the Board how it wanted to address the concerns voiced by voters last November about partisan literature/"voter guides" being displayed at some polling places*

located within churches, as well as complaints of proselytization and partisan activity in and immediately around (within the 40' exclusionary zone) those facilities on Election Day.

- Ms. Cloeter visited each of the County's polling places at the end of February and said that, in discussing these concerns with representatives of each facility, everyone acknowledged the need for voters to have a neutral and non-partisan experience from the time they enter their precinct's polling location on Election Day to the time they exit and committed to providing the same.
- Mr. Adkins asked if the Electoral Board should address this with the polling places further and Ms. Cloeter suggested that, since she has met with representatives from each of the County's polling places, she send them a letter with a gentle reminder that the public should have as neutral experience inside polling locations as possible on Election Day as possible and thanks for their continued generosity and willingness to serve the citizens of Roanoke County.
- The Electoral Board agreed that this would be acceptable and letters will be sent out a couple of weeks prior to the next election.

- **Budget:** There was no discussion concerning the budget.

- **Personnel Evaluation:**

- At 10:20 AM the Board recessed into executive session for the purpose of considering Human Resources items. No 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 resource exemption 2.2-3711(A)(1) of the Code of Virginia was made, nor was such motion seconded.
- The Board finalized the personnel evaluation and briefly presented its contents to Ms. Cloeter. No time was available for response or discussion, as Mr. Adkins had to leave at 12:50 in order to attend a previously scheduled appointment.
- Ms. Miles sent the evaluation to Ms. Cloeter for printing; copies were made for each Electoral Board Member and the General Registrar. Mr. Martin and Ms. Miles both signed the copy of the evaluation to be retained in the Electoral Board's records and the summary sheet to be delivered to the State Board of Elections. Mr. Adkins will return to sign the evaluation and summary at a later date.
- The personnel issues discussed did not require an open-session vote.
- Contrary to open meeting requirements under Virginia FOIA, the Board adjourned at 12:55 PM without resuming open session or certifying that the executive session dealt solely with content appropriate for a closed session.

- **New Business:** No new business was discussed.

- **Next Meeting:** No future meeting date was set at this time.

- **Adjournment:** Meeting was adjourned at 12:55 pm.

**Signatures:**

RonKeith Adkins, Chair \_\_\_\_\_

Gailen Miles, V. Chair \_\_\_\_\_

Dana Martin, Secretary \_\_\_\_\_

Minutes prepared by G M