

Roanoke County Electoral Board Meeting Minutes

Date: August 30, 2018

Call to order: 10:08 AM

Attendance: RonKeith Adkins, Chair; Gailen Miles, V Chair; Dana Martin, Secretary; Anna Cloeter, Director of Election.

Later in the meeting we were joined by the County Attorney and the Clerk to the Board of Supervisors

Meeting Topics:

- **Agenda:** Ms. Miles had requested earlier in the week that the budget and the polling place for 201 be changed per the May 2 meeting be added to the agenda but no agenda was presented.
- **Meeting Minutes:** Minutes from February 6, 2018, March 5, 2018 and May 2, 2018 were approved and signed. Minutes for the May meeting were presented at the August 30th meeting and passed.
- **Office Space:** Ms. Cloeter suggested that we look into renting a vacated building on Penn Forest Boulevard or that the Electoral Board approach the County for assistance locating additional workspace to better accommodate the needs of the office. With the expanding number of files and records handled by the office, areas in which to work have been greatly reduced; space is further reduced during the 45 days prior to each election when the office conducts absentee in-person voting and even more drastically as the office works to prepare and assemble materials for Election Day. She also requested that any facility to be used by the office include direct access and secure storage space for election scanners and ADA accessible voting machines, ballot bins, pollbooks, voting booths, ballots, and other supplies which would also enable the office to begin packing 32 sets of election day materials in advance. The Board agreed that the office lacks sufficient square footage for its work and activity and that the amount of and security of existing storage space is grossly inadequate. Mr. Adkins said he would follow through getting details on cost, square footage, and who in the county administration to approached about getting permission to change the office location.
- **Office Hours:** Ms. Cloeter asked us to consider changing the office hours to better accommodate the county voters. She suggested that we open earlier in the morning, 7 AM and close at 4 PM. The Board decided to wait until after the November election and revisit the issue. It was suggested that if the hours were changed that for a short period of time (to be determined) the office would open at 7 AM and close at 5 PM taking measure of the times best suited for the constituents. On the basis of voter complaints and suggestions, Ms. Cloeter proposed that the office's services would be more accessible to County citizens if they could visit on their way to work, which typically begins between 8 AM and 9 PM, as opposed to having to try to make it to the office during brief lunch breaks and leaving work early to be at the office by 5 PM – particularly for those who live and work outside of Southwest County.
- **Additional Personnel:** Ms. Cloeter reported that she is still interviewing candidates to replace the position vacated as a result of Ms. Cahill's retirement. She also referred to 24.2-112 in the Virginia Code, which states that each local electoral board has sole discretion to "determine the number of assistant registrars to serve in the office of the general registrar, including any to serve full-time" and provides that compensation of assistant registrars is to be paid by the "local governing body." She then requested that the Electoral Board consider adding a fourth full-time staffer to the office and provided data evidencing the significant increase in the amount of work that the office handles with respect to voter registration and related activities. Furthermore, she explained that a large part of the reason that processing requests related to voter registration is due to shifts in the policies of the Virginia Department of Elections and inadequacies of the Virginia Election and Registration Information System, both of which have increased volume of work and made it far more time consuming and labor intensive than it was previously. At this time, further discussion of additional staff was suspended due

to the arrival of the County Attorney and Clerk to the Board of Supervisors for the purpose of discussing the relocation of Precinct 201.

- **Review of polling locations:** At the May 2nd meeting it was agreed to relocate polling place 201 to North Roanoke Baptist Church however there was no motion as to who should follow through as a result by August 30 nothing towards making the change had been done. County Attorney Ruth Ellen Kuhnel, and Clerk to the Board of Supervisors, Debbie Jacks were called in to see if there was any way possible for the Board of Supervisors to approve the move in time for the 60 day notice prior to the November 6th election. Attorney Kuhnel said it was possible if she and Ms Jacks could secure a meeting of at least four members of the Board of Supervisors to agree to meet before Sept 6th. This proved unworkable. As this situation would not qualify for an emergency polling place relocation under Virginia Code, the Electoral Board decided to wait until after the November election and then start the process of making the polling location change.
- **Ballots for upcoming election:** Ms. Cloeter reported that the special election in the 8th House of Delegates district will appear on the second side of a two-sided ballot in November and that all of the County's ballots had received approval from the Department of Elections. After explaining that County choice in this matter was limited in large part by new ballot printing standards established by the State Board and the fact that Virginia Code specifies the order in which offices and referenda must be listed on ballots, the Electoral Board acknowledged that some precincts would receive double-sided ballots.
- **Officer of Election Training:** Ms. Cloeter presented the tentative dates for the upcoming training.
 - October 18; 10 AM for new officers, 6 PM for experienced officers
 - October 25; 10 AM for experienced officers, 6 PM for new officers
 - October 27; 9 AM for experienced officers, 10:30 AM for new officers.
- **Budget:** Ms. Cloeter handed out two detailed budget reports, one for the fiscal year 7/1/2017 to 6/30/2018 and a separate report for 7/1/2018 to 8/30/2018. The meeting was adjourned without discussion on the budget.
- **Next Meeting & Agenda:** The next meeting was attentively set for Sept 6th at 4:30 PM for the purpose of completing the necessary motions to change polling place 201. Because it was later determined that the Board of Supervisors would not be able to obtain quorum in time, the September 6th meeting was canceled. No meeting or agenda has been set to discuss:
 - Moving the office
 - Adding a fourth staff member
 - Moving the 201 polling place for Precinct 201
 - Reviewing the budget
- Meeting adjourned at 2:08 PM.

Secretary

Chair

Vice Chair