

1 Minutes

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3 On November 26, 2018 the Roanoke County Electoral Board met in the Director of Elections' office in the
4 County Administration Building.

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6 Vice-Chair Gailen Miles, Temporary Member Ken Srpan, Secretary Dana Martin, and Director of Elections
7 Anna Cloeter were in attendance.

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9 Acting Chair Miles called the meeting to order at 10:04AM.

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11 Mr. Srpan corrected the spelling of his name in the previous meeting's minutes and no further action was taken
12 with respect to minutes.

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14 Ms. Miles suggested that the Board delineate its priorities for the upcoming months and suggested that moving
15 Precinct 201 should be a priority. Mr. Martin's moved that the Director of Elections prepare to seek the
16 relocation of Precinct 201 to Friendship Retirement Community or North Roanoke Baptist Church and this
17 motion passed unanimously. Mr. Srpan volunteered to again approach Friendship Retirement Community about
18 hosting the precinct and seek further input from the Hollins Supervisor. Ms. Miles delineated the following as
19 other priorities of the Electoral Board: moving the office to a more spacious location that will better serve the
20 public and improve the security and accessibility of voting machines and other election equipment, reviewing
21 the budget, appointing and recruiting election officials, and hiring additional staff.

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23 The Board analyzed execution of the November 6 election based on observations of Electoral Board Members,
24 Elections Office staff, and comments received from/experiences shared by third parties. Although opportunities
25 for improvement exist in procedural and human areas – particularly with respect to precinct size, the check-in
26 process, results reporting, and precinct staffing – no one expressed concern that the election was sub-standard.

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28 The Director of Elections informed the Board that any precinct splitting would need to be completed before
29 February of 2019 as precinct lines will then be frozen through the 2020 redistricting process. The Electoral
30 Board directed her to identify possible ways to move portions of or split Precincts 106, 205, and 405 and she
31 indicated that she would seek the assistance of the County's GIS Department in doing so. Ms. Miles and Mr.
32 Srpan agreed to speak with the Supervisors representing these precincts and scout possible polling sites.

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34 Regarding the pollbook issues experienced during this election, Director Cloeter said that the use of paper
35 pollbooks could continue indefinitely absent County support for the acquisition of new equipment/hardware or
36 the upgrade/repair of existing machines (if possible). The County's pollbook software vendor, Elections Office
37 staff, and liaisons from the IT Department will meet in early 2019.

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39 Possible revisions to the processes for obtaining, reporting, and verifying results from precincts were noted and
40 will be reviewed further and addressed by Elections staff prior to the next election cycle.

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42 The Electoral Board and Director of Elections expressed their intent to initiate a more robust Officer of Election
43 recruitment effort in the coming year and agreed to solidify plans during the February meeting.

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45 A particular concern reported by the public was the sample ballots distributed outside the polls by individuals
46 not associated with the County's Office of Elections and the fact that some ballots were double-sided. The
47 Director of Elections clarified that, while copies of the Official Sample Ballots authorized by the Electoral
48 Board were available to the public, any parties or committees interested in replicating and distributing versions
49 of the same for partisan purposes were instructed to remove the existing authorization language and replace it
50 with the name of the group responsible for financing such materials in accordance with applicable campaign
51 finance laws. The Board reviewed the reasons that certain ballots were double-sided during this election,
52 including the ballot order guidelines and printing standards established by Virginia law and the State Electoral
53 Board, and expressed their continued intent to avoid using such a format whenever possible.

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55 The meeting adjourned at 1:00PM.

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57 The next meeting is scheduled for December 17, 2018 at 10:00AM in the County Administration Building.

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Secretary

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Chair

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Vice Chair