

Roanoke County Electoral Meeting Minutes

Date: March 2, 2020

Time: 10:00 AM

County Administration Building

5204 Bernard Dr., Suite 300B

Roanoke, VA 24018

Chair : Ken Srpan

Vice Chair:

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Jeff Krasnow

Ken Srpan

Maria Ward, Deputy Director of IT

1. Call to Order: 10:00 AM
2. Welcome
3. Approval of Minutes for November 26, 2019
4. Agenda Items
 - a. Reorganization of the Board
 - i. G Miles motioned that Ken Srpan continue as Chair of the Board. J. Krasnow second. Motion passed.
 - ii. K. Srpan motioned that G. Miles remain Secetary and J. Krasnow take the Vice Chair position. J. Krasnow second. The motion passed.
 - b. Security Plan
 - i. Chair K. Srpan moved for the Roanoke County Electoral Board convene in closed session to discuss the Election System Security Plan and the Department of Elections' Security Requirements and Checklist with Maria Ward pursuant to . . .
G. Miles seconded the motion. The motion passed and the Board entered closed session at 10:06 AM.
 - ii. Mr. Krasnow motioned that the meeting resume in open session.
 - iii. At that time, the Chair asked each member of the Electoral Board certify that to the best of their knowledge the meeting heard, discussed, and considered only public business lawfully exempted under FOIA and only such business matters identified in the motion

to close the meeting. All members did so. Open meeting resumed at 11:06 AM

- iv. Mr. Srpan made the motion to accept the report and for Ms. Cloeter to follow-up with the Virginia Department of Elections to see what certification they requested from local electoral boards upon completion of the election security review. The motion was passed.

c. Director's Report:

- i. Ms. Cloeter reported that funding for new pollbooks was approved by the Roanoke County Board of Supervisors in December. The County is waiting for the Virginia Department of Elections to complete its process of developing/implementing security standards and to certify new hardware/software. Barring further delays, we expect that to have new pollbooks in place in time for the November 2020 election.
- ii. Roanoke County currently lacks any backup poll book laptops. The County does send paper pollbooks out to each precinct in case of emergency and may have cause to use them in upcoming election(s).

d. Chair's Report:

- i. Securing new office space for the Registration office. *See attached.*
- ii. Covering Precincts on Election Day
 - 5. Mr. Srpan made the suggestion of changing our assigned Election Day Precinct routes to make the coverage more equitable. All were in favor of the suggestion.

6. Next scheduled meeting: March 4, 2020 at 1:00 PM to canvas the March 3, 2020 election results.

7. Meeting adjournment at: 12:05 PM

Secretary _____

Chair _____

Vice Chair _____

Chairman's Report 3/2/20

I attended a semi-annual supervisors budget review with the staff last week, in Anna's place. There are two major election items on the budget.

One is \$150,000 this fiscal year for new electronic poll books, which Anna will talk about...and in FY 2024...\$425,000 for new OVOs...the scanners.

Vice chair Phil North asked about backups...asking me how many OVO back ups do we have. I told him each precinct has one and there is one here in the office.

He was concerned that we are waiting another four or five years to buy new ones. I told him the life expectancy was 10 years. He said we should be buying a few each year so we would have backups. Which, by the way is contrary to the way the county has been budgeting.

He asked me to have Anna to put together her thoughts on this. Well, she is preparing a comprehensive budget proposal on all backup needs to be submitted to assistant county administrator Rebecca Owens. I will see that Phil North receives this info as well.

Phil's concern is break downs in November and a possible PR disaster for the county. And we all share that concern.

Speaking of Rebecca Owens...I have been and will continue attending Anna's monthly meeting with Rebecca. This helps give us a better understanding the county's thoughts on the registrar's office and where Rebecca is coming from. This also has helped me to have a rapport with Rebecca.

In recent meetings with Rebecca and what I have gleaned from supervisors, the staff is actively looking for a new location for the registrar's office. We need to find one ASAP because there will only be a tight window after the June primaries in which to move before we begin the 45-day early voting for November.