

Roanoke County Electoral Board Meeting Minutes

County Administration Building
5204 Bernard Dr., Suite 300B
Roanoke, VA 24018

Date: June 27, 2019

Attendance:

Ken Srpan, Chair Gailen Miles, Secretary
Dana Martin, Vice-Chair Anna Cloeter, Director/GR

Guests: None

AGENDA

1. **Call to Order:** 10:04 AM
2. **Welcome**
3. **Approval of Minutes:** Minutes for April 10, 2019 approved
4. **Agenda Items:**
 - Closed Session to Discuss Personnel Matters:
 - Ken Srpan moved that the Board enter into a Closed Session to discuss specific personnel matters related to the performance review and reappointment of the Director of Elections & General Registrar, as permitted by Va. Code § 2.2-3711(A)(1).
 - By a vote of 3-0, the Board entered into Closed Session at 10:12 AM.
 - At 12:06 PM the Board concluded the Closed Session.
 - Chairman Srpan read the following statement: "In accordance with Virginia Code § 2.2-3712(D), I am ask the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board." The Secretary then called the roll for the vote on the above statement: Voting Yes: Ken Srpan, Gailen Miles, Dana Martin. Voting No: None.
 - Meeting went into recess at 12:06 PM and resumed at 12:13 PM
 - Open Session resumed at 12:13 PM
 - Reappointment:
 - Mr. Martin motioned that we reappoint the current Director of Elections & General Registrar for a new 4-year term. Mr. Srpan seconded the motion. The motion passed.

- Ms. Cloeter will be reappointed for a term of 4 years to begin July 1, 2019 through June 30, 2023.
- The reappointment form was completed and the Director of Elections will email it to the Department of Elections.
- Director Report: Ms. Cloeter reported the following:
 - Poll books: The state has approved the use of the technology as outlined by the vendor DemTech. We are currently waiting for DemTech to provide more information on pricing and availability. Pending determination of prices, the Electoral Board and Director of Elections recommend that the County consider leasing the Smartmatic pollbooks from the vendor as opposed to purchasing them outright.
 - Decision Tracking Spreadsheet:
 - The Director of Elections presented a spreadsheet for approval.
 - The Electoral Board will put this format to use immediately with the provision that adjustments to the document will continue.
 - The Tracking Spreadsheet is housed on Google Sheets so that maintenance and use of the document will be accessible authorized personnel.
 - Officer Lapel Pins: The GR reported the most effective pricing is through economy of scale, which can be achieved by partnering with other localities to place a large order. This approach will limit the award pin to a generic design.
 - Officer Appreciation Celebration:
 - The Director of Elections asked the Board to consider hosting a Holiday Party in December, at which time the Officers of Election would receive recognition for their service.
 - The Secretary shared that during the Electoral Board's Annual Training session hosted by the Department of Elections, an electoral board member from another locality stated that their local political parties fund a picnic in appreciation of the citizens who serve as officers of election.
 - Gailen Miles and Ken Srpan will approach their perspective parties about sharing in the expense of the celebration.
- Planning for "No Excuse Absentee In-Person" Voting:
 - The Director of Elections reported that conversation during the Department of Elections' Annual Training for General Registrars indicated the possibility that the Legislature might expand application of "no excuse" absentee voting for the November 2020 election beyond the currently approved 7 period (October 24-October 31, 2020).
 - The Director of Elections requested that the Electoral Board consider reports from staff about the work and demands of the 2016 Presidential Election. Information about what the staff experienced during the busiest Presidential cycle to date will better prepare all involved parties for discussion of logistics related to the implementation of "no excuse absentee in-person" voting

- The Electoral Board agreed that such a meeting would be beneficial and the meeting is set for July 9th at noon.
- Following the July 9th meeting, the Director of Elections and Electoral Board will determine next steps in the logistical planning process with the ultimate goal of meeting with County Administration to address issues of space, storage, traffic, staff, etc., in preparation for the introduction of “no excuse” absentee in-person voting.
- Education on Office Responsibilities:
 - The Director of Elections reminded the Electoral Board of a previous proposal to present County Administrators and possibly the Board of Supervisors with information about the costs of and work related to the hosting of an election. The Electoral Board agreed that this should be done
 - The Electoral Board specifically requested that the Director develop an educational presentation for County Administrator Dan O’Donnell and Assistant County Administrator Rebecca Owens regarding the differentiation between general staff expenses, including overtime and office supplies, Officers of Election payroll, and the increase of printing and material costs for each election.
 - No date has been set for either meeting.
- Speaking Engagements:
 - Mrs. Miles presented an update of Speaking Engagements and recruitment efforts.
 - Seven presentations have been made to local groups.
 - Five more are scheduled.
 - The effort of securing speaking engagements continues.
 - The Director of Elections offered to create a Google spreadsheet for the tracking of speaking engagements by the Electoral Board. Once this is done, it will be maintained by the Secretary, who will also keep the Board apprised of additional engagements.
- Press Outreach:
 - Mr. Srpan secured an agreement from Dwayne Yancey, Editor of *The Roanoke Times*, to write an article about what it takes to run an election in terms of the need for officers of election. Mr. Srpan received a list of questions in preparation for this article. The Board and Director of Elections discussed those questions in order to provide Mr. Srpan with material for a response.
 - Ms. Cloeter will send Mr. Srpan an electronic copy of the Recruitment brochure to share with Mr. Yancey.
- Other Items:
 - The GR is to process Election Day mileage reimbursement to those Board members that drove their personal vehicles during the November 2018 election.
 - The Board agreed to pay Mr. Martin’s mileage for his meeting at the Homestead conference in March 2019.

5. **Adjournment:** Mrs. Miles motioned that the meeting be adjourned, Mr. Martin seconded. The meeting adjourned at 2:00 PM.

6. Agenda for the next meeting:

- Meeting scheduled for July 9th at noon.
- Education and review of the November 2016 Presidential Election by Elections Staff re: workload, demands placed on and responsibilities assigned to staff, necessary personnel, space issues, requirements of specific tasks (e.g. registration maintenance, 3rd party applications, absentee in-person voting, absentee voting by mail, daily reports, phone and counter service, etc.) turnout, problems/issues encountered, etc.

Signatures:

- **Chair:** _____
- **Vice-Chair:** _____
- **Secretary:** _____