

Electoral Board Meeting
Date: August 21, 2020
Time: 11:00 AM
Place: Registrar's Office
900 Chestnut St., Vinton, VA 24079

Chair : Ken Srpan

Vice Chair: Jeff Krasnow

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Jeff Karsnow

Ken Srpan

No visitors

1. Call to Order: 11:04

2. Welcome

3. Approval of Minutes for July 9, 2020: approved

4. Agenda Items

a. Chair Report

i. Early Voting

*No satellite locations because there is no time to train personnel

ii. Manned ballot drop-off: There aren't people to man the drop places.

At this time it is not feasible to produce the boxes, set them up, and get the word out.

iii. School system recruiting: Mr. Srpan worked with Mr. Wray to send out notices for recruiting teachers to work the polls.

iv. County employee recruiting: Ms Owens is to send out notices asking for county employees to work the polls on November 3rd and draw their pay, overtime, and the daily rate for Officers of Election.

v. All hands on deck: The Board Members have agreed to come in as substitutes for staff work.

b. Director Report

i. Staffing: Currently two Officers of Election have been coming in to augment the staff,

ii. Early voting renovation: Construction has started. Curb-side, and in-building voting spaces should be finished by the time No Excuse Absentee voting begins, Sept 18, 2020.

iii. Vote-by-mail (VBM) status: People are sending in multiple applications assuming that their request was lost in the mail, etc. To date more than 7,000 requests have been made for VBM.

iv. Poll Books: New poll books will be approved by state on September 15, 2020. The plan is to receive them and start training on Oct 1.

v. New Equipment: To help with the high volume of mailings a paper-folding, envelope opening, insert, and sealing machine has been ordered. Three (3) new scanning machines have also been ordered.

vi. L&A Schedule: Sept 15, 16 are scheduled for L & A. Both parties need to be inform so they can act as witness to the process.

vii. Precinct supplies: PPE equipment for all poll workers. This includes: masks, face-shields, hand sanitizer, enough masks for voters if they want one. We will ask for a health officer to man the door. A request for sneeze shields for the check-in desk has been made to the county.

viii. Pens and stickers: state will not provide single-use pens. The Director is considering ordering 70K single use pens with "I voted in Roanoke County" stenciled on them.

c. Recess for lunch: 12: 10PM

Meeting resumed at 1:02 PM

Staff members join the resumed meeting: Jennifer Lugar, Tara Williamson, Charlene Hayth, Brenda Daugherty, Glenda Patsel, Patrice Dalton

- d. Discussion on introduction of early in-person voting and VBM
 - i. Directions to new location: It was suggested that we look into getting Vinton to put out lighted message signs to direct people to the Chestnut St. location.
 - ii. Absentee by Mail: The staff will need extra personnel to make runs to the Post Office, process applications, prepare correspondence and ballots for mailing. We are expecting to process well over 10,000 requests.
 - iii. General Concerns:
 - a. Expecting to have a line of voters forming before 7:30AM.
 - b. Ask for assistance managing traffic and the parking lot.
 - c. Curb-side voting will be offered at the front of the building keeping the parking lot open for in-building voting.
 - d. Completion of renovation for space needed
 - e. Three (3) staff will be dedicated to receiving voters, therefore, additional part-time employees and/or volunteers will be needed to keep general work flow moving.
 - f. Bottlenecks will be expected because of:
 - a. Processing a voter who has shown up with an Absentee Ballot in hand.
 - b. Voters coming to vote who requested a mailed ballot but did not receive it.
 - c. Voters needing time to read and make a decision on the Amendments.
 - e. Election day
 - i. Officers of Election and training – Tara Williamson

Ninety-five percent of the Officers have received a training date. Mrs. Williamson has worked out a flow plan to ensure distancing for the staff working the windows and for voters choosing to come in to vote in person. Some in-person training will be provided from Oct 1 through Oct. 10. County employees can receive some of their training on-line.
 - ii. Voting precinct locations – Anna Cloeter

To date only one precinct, Our Lady of Nazareth, has requested that they not be used on election day because of Covid-19. There is a question about continuing to use Cave Spring Baptist. Hidden Valley High School can be used if needed.
 - g. New Items: no new items were presented
5. Comments from the public: none
 6. Adjourn: 2:12PM

*We later received notice that The Brambleton Center was approved as a satellite location by the Board of Supervisors. Ms. Cloeter and Mr Srpan put together a plan to man that location for 12 of the 14 days leading up to Nov 3, 2020.

Secretary _____

Chair _____

Vice Chair _____