

## **Roanoke County Electoral Meeting Minutes**

Date: Nov 16, 2020

Time: 10 AM

900 Chestnut St. Vinton, VA 24079

Chair : Ken Srpan

Vice Chair: Jeff Krasnow

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Ken Srpan

Jeff Krasnow

Visitors: none

1. Call to Order: 10:10 AM
2. Welcome
3. Approval of Minutes: November 9, 2020 minutes approved by the board.
4. Agenda Items:
  - a. Debriefing of Election 2020
    - i. Four precincts were missing the red "Vote Here" signs. The Officers were not aware that the signs were not packed with the cone signs or the precinct ID signs. This item can be addressed in the next round of training.
    - ii. If the sneeze-guard screens are use again for the next election, officers should be instructed to insist that voters stand in front of the screen not beside it. It is important that the Office of Elections be seen as taking care to protect both the voter and the officer.
    - iii. The Director at the South Roanoke Library (precinct 507) insisted on managing how voters came in and exited the building. The exit door he set up was not handicap accessible.
    - iv. Some voters were upset that the individual who manned the scanner were standing too close and could see the ballot. Two suggestions were offered:
      1. Place a privacy shield, same ones used for the privacy ballot tables, around the scanning tray and screen.
      2. Tape a 4' square on the floor in which only the voter can enter when scanning their ballot.
  - b. Director's Report
    - i. The laptop poll books are now officially decertified and cannot be used for any future elections.
    - ii. The hardware needed for the tablet poll books have finally arrived and should be ready for the next election in 2021.
    - iii. If the Board of Supervisors chose to use the Brambleton Center as a permanent early voting satellite for one or all elections, then the Registrar will need to hire permanent part-time employees who

have received a minimum of 2-months training on all election related computer programs before manning the satellite.

- c. Chair's Report
    - i. We need to ask for a larger room for the satellite location to accommodate a three (3) poll book stations.
      - 1. Mr. Srpan has agreed to meet with Mr. North and Mr. Ratliff concerning the space for the satellite location.
    - ii. The Registrar was asked to create an outline of needs, location, and staffing for future early voting. This outline will be used in establishing the need for more permanent part-time staff.
    - iii. Ms. Miles will make a list of all non-paid volunteers and their hours which will be added to the collective man-hours and added personnel cost to establish the true cost of manning a 45-day election period. This will be used to establish the need for more permanent part-time staff.
  - d. Vice Chair: Mr. Krasnow stated how impressed he was by the amount of detail that is required to run an election, much less running an election for 45 days. The rest of the Board concurred. We, the Board would like to express our thanks to all of the part-time staff, with special thanks to the full-time staff, Ms. Anna Cloeter, and Mrs. Jenn Lugar, for their dedication and hard work in ensuring that Roanoke County ran a smooth, fair, and uncontested election.
    - i. Mr. Krasnow made the request that for future elections that he head the CAP team during the four (4) days prior to the election and then be available for running a rout on Election Day.
5. Next scheduled meeting:
- a. Agenda: Establish a plan for staffing and space needs for future elections.
6. Adjourned: 11:35 AM

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_