

## **Roanoke County Electoral Board Meeting Minutes**

Date: March 2, 2020

Time: 10:00 AM

Place: County Administration Building, Suite 300B

Chair : Ken Srpan

Vice Chair:

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Jeff Krasnow

Ken Srpan

Maria Ward, Deputy Director of Roanoke County CommIT

1. Call to Order: 10:00 AM
2. Welcome
3. Approval of Minutes: November 26, 2019
4. Agenda:
  - a. Reorganization of the Board
    - i. Ms. Miles motioned that Mr. Srpan continue as Chair of the Board. Mr. Krasnow seconded. Motion passed.
    - ii. Mr. Srpan motioned that Ms. Miles remain Secetary and that Mr. Krasnow take the Vice Chair position. Mr. Krasnow seconded. The motion passed.
  - b. Security Plan
    - i. Mr. Srpan moved that the Board enter into a Closed Session to receive a briefing on requirements related to the Department of Elections' Minimum Security Standards for Voting Systems and a review of Roanoke County's compliance with the same, where discussion of such matters in open meeting would compromise the security of a government facility, information technology system, or software program, as permitted by Va. Code § 24.2-3711(A)(19); and other voting system security matters made confidential pursuant to Va. Code § 24.2-625.1, as permitted by Va. Code § 2.2-3711(A)(34).
    - ii. Without objection, and by a vote of 3-0, the Board entered into Closed Session at 10:06 AM.
    - iii. Mr. Krasnow requested that the Electoral Board conclude its Closed Session at 11:13 AM. All agreed, at which time Mr. Srpan read the following statement: "In accordance with Virginia Code § 2.2-3712(D), I am asking 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.”

- iv. Ms. Miles then called the roll for the vote on the above statement:  
Voting Yes: Ms. Miles, Mr. Srpan, Mr. Krasnow
- v. The Electoral Board resumed in open session at 11:06 AM.
- vi. Mr. Srpan requested that Ms. Cloeter follow-up with the Virginia Department of Elections regarding the preferred manner in which Electoral Board should certify to the Department of Elections that it had completed the required security review and update of plans.

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. 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.

5. Meeting Adjourned: 12:05 PM

6. Next Scheduled Meeting: March 4, 2020 at 1:00 PM to canvass the March 3, 2020 Presidential Primary Election.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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

Amended 2021

### 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.