

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

Date: January 20, 2022

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Sspan

Vice Chair: Jeff Krasnow

Secretary: Gailen Miles

Board Attendance Request:

Gailen Miles

Anna Cloeter

Ken Sspan

Jeff Krasnow

Visitors: Kaye Brandt

1. Call to Order: 10:06 AM
2. Welcome and Adoption of Agenda
3. Approval of Minutes: Reviewed and approved minutes for December 14, 2021
4. Agenda
  - a. Reorganization of the Board
    - i. Nominations were opened for Chair of the Roanoke County Electoral Board. Mr. Krasnow nominated Gailen Miles. Ms. Miles nominated Mr. Sspan. Mr. Sspan was elected Chair by a vote of 2 to 1.
    - ii. Nominations were opened for Secretary of the Roanoke County Electoral Board. Mr. Krasnow nominated Ms. Miles. There were no other nominations and Ms. Miles was elected by a vote of 3 to 0.
    - iii. Nominations were opened for Vice Chair of the Roanoke County Electoral Board. Ms. Miles nominated Mr. Krasnow. There were no other nominations and Mr. Krasnow was elected by a vote of 3 to 0.
    - iv. For calendar year 2022, the Officers of the Roanoke County Electoral Board are:
      1. Ken Sspan, Chair
      2. Jeff Krasnow, Vice Chair
      3. Gailen Miles, Secretary
  - b. Appointment of Officers of Election for 2022.
    - i. Ms. Cloeter presented a list of 357 names and addresses for appointment/reappointment as Officers of Elections in Roanoke County. The list contains the name, address, and contact information of registered voters in Virginia who are currently serving as officers of elections in Roanoke County or who have recently served in that capacity, as well as a number of individuals who expressed interest in serving during future cycles.
    - ii. Mr. Krasnow made the motion that the Board accept the list. The motion was seconded by Mr. Sspan. The motion passed.
    - iii. Ms. Cloeter and Ms. Riles will work to send appointment notifications, all required forms, and return envelopes to everyone listed during the month of February.
  - c. Review Feedback from the November 2021 officer training sessions
    - i. The two main concerns about the training were 1) the need for more comprehensive training on the new pollbooks and 2) that the hands-on training be conducted in smaller groups. This will require more training days.
    - ii. The Board discussed the possibility of offering some training sessions at our satellite location, the Brambleton Center. Ms. Cloeter noted that the size and layout of our satellite office would not accommodate the spatial requirements of training and the Board asked Ms. Cloeter to speak with Parks and Recreation to see if it would be possible to secure additional space for multiple dates without disrupting their programming and determine whether

it would be feasible for office staff to conduct trainings in two locations.

- d. Chair's Report
  - i. Mr. Srpan presented a plan for recruiting Officers of Election. This plan includes press releases, use of social media, fliers mailed with tax billings, contacting various organizations to encourage their employees or members to participate as an Officer of Election, etc.
  - ii. Responsibilities for making contact were distributed among the Board members and the Director of Elections.
- e. Director's Report
  - i. Ms. Cloeter asked if any members of the Electoral Board were interested in attending the VEBA conference. Due to prior commitments, no one from the Board will be attending.
  - ii. The Director shared with us the changes to the "Response to Notification of Appointment" form that will be mailed to all Officers of Elections.

- 5. Public Comment: There were no public comments
- 6. Next Meeting: February 24, 2022 at 10:00 AM for the purpose of discussing Officer of Elections recruiting efforts.
- 7. Adjournment: 12:12 PM

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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