

Roanoke County Electoral Board Meeting Minutes

Date: October 11, 2023

Time: 9:30 AM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Srpan

Vice Chair: Maurice McBride

Secretary: Jeff Krasnow

Attendees: Ken Srpan, Maurice McBride, Anna Cloeter

Visitors: None

- I. **Welcome and Call to Order.** Chairman Ken Srpan called the meeting to order at 9:30 AM.
- II. **Appointment of Acting Secretary.** Ken Srpan moved to appoint Vice Chair Maurice McBride as Acting Secretary of the Electoral Board in Jeff Krasnow's absence and Mr. McBride accepted.
- III. **Approval of Agenda.** Mr. Srpan moved to adopt the meeting agenda and his motion was seconded by Mr. McBride.
- IV. **Old Business.** The minutes of the prior meeting were reviewed, following which Acting Secretary McBride moved to adopt the same. Mr. Srpan seconded the motion and it was approved unanimously by a vote of 2-0. The minutes were then signed by both members in attendance.
- V. **New Business - Review and Certification of Polling Place Accessibility Surveys.**
 - a. Ms. Cloeter shared the completed ADA Accessibility Surveys completed for each of Roanoke County's 33 Election Day precincts with the Electoral Board by Ms. Cloeter, with assistance from Kristie Jordan, Assistant Director of Roanoke County's Human Resources Department and ADA Coordinator.
 - b. The Roanoke County Electoral Board, having reviewed the surveys, found them to be satisfactory and, recognizing that compliance with accessibility provisions would be an ongoing endeavor, they will continue to monitor on an annual basis and/or any time a polling place, designated entrance, and/or assigned voting room in a precinct is relocated. Given the requirement set by the Virginia Department of Elections' that local Electoral Boards meet to certify polling place accessibility annually, the Roanoke County Electoral Board plans to conduct reviews of all designated polling places using ELECT's "Polling Place Accessibility Checklist Form" during elections held prior to November general elections whenever possible and over the summer when no primary or special election has been called.
 - c. At a public meeting of the Electoral Board of Roanoke County on October 11, 2023, the following was confirmed by a majority vote of all members of the Electoral Board present, with the vote being recorded in the minutes of the meeting:
 - i. All polling places in the locality stated above have been assessed for accessibility using an Americans with Disabilities Act (ADA) checklist provided either by the Virginia Department of Elections (ELECT) or by the U.S. Department of Justice (DOJ).
 - ii. The ADA Checklist for each polling place has been filed and will be maintained within the records of the local Electoral Board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et seq.),

- iii. Pursuant to §24.2-301(C), all polling places in the locality stated above are currently compliant with the requirements of the ADA (§42 USC 12132), the Voting accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia Voters with Disabilities Act (§51.5-1 et seq.).

Mr. Srpan moved that the Electoral Board vote to confirm compliance with the aforementioned provisions, Mr. McBride seconded, and by a vote of 2-0 the motion passed.

- VI. **Chairman’s Report.** Nothing to report.
- VII. **Directors Report.** Nothing to report.
- VIII. **Comments from the Electoral Board Vice-Chair and Secretary.** No comments.
- IX. **Public Comment.** No Comments.
- X. **Scheduling of Next Meeting.** Notice of the next meetings of the Roanoke County Electoral Board regarding the Canvass and Certification of Results from the November 7, 2023 General Election have been emailed, posted to the County’s online calendar and website, in the Office of the Circuit Court Clerk and at the Department of Elections. These meetings will be held on 11/8/23 at 1:00 PM, 11/13/23 at Noon, and 11/14/23 at 3:00 PM.
- XI. **Adjournment.** Mr. Srpan moved to adjourn the meeting, his motion was seconded by Mr. McBride, and the meeting was unanimously adjourned at 10:00 AM.

Chairman _____

Vice-Chairman _____

Secretary _____