

## Roanoke County Electoral Board Meeting Minutes

Date: April 30, 2024

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

*Chair:* Ken Srpan

*Vice Chair:* Michael Walsh

*Secretary:* Jeff Krasnow

*Attendees:* Ken Srpan                      Michael Walsh                      Jeff Krasnow  
                    Andy Snead                      Doug Blount                      Anna Cloeter

*Visitors:* None

1. **Call to Order:** The meeting was called to order by Chairman Srpan at 10:01 AM
2. **Approval of Agenda:** Mr. Srpan asked the Electoral Board if they approved the meeting agenda; Mr. Walsh moved that the agenda be approved and Mr. Krasnow seconded the motion. The motion was approved 3-0.
3. **Approval of Minutes:** Mr. Krasnow moved and Mr. Walsh seconded the motion that the Electoral Board review, approve, and sign the minutes from their last meeting. The motion was approved 3-0.
4. **Agenda:**
  - a. *Entry into Closed Session:* Mr. Srpan moved that the Board enter into a closed session to discuss election security as permitted by Virginia Code Section 2.2-3711 (A) (34). Mr. Walsh seconded the motion and by a unanimous vote of 3-0, the Roanoke County Electoral Board entered into a Closed Session for the purpose of discussing election security and Roanoke County's compliance with Virginia's Locality Election Security Standards at 10:03 AM.
  - b. *Closed Session – Voting Equipment Security:* The Electoral Board ended Closed Session at 10:47 AM.
  - c. *Certification of Closed Session:* At that time, Mr. Srpan asked the Secretary of the Electoral Board, in accordance with Virginia Code Section 2.2-3712 (D) to conduct a roll call vote to certify that to the best of each member's knowledge that (1) only public business matters lawfully exempt from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting, and (2) 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. The Secretary then proceeded with a roll call vote as follows: Mr. Srpan – aye; Mr. Walsh – aye; Mr. Krasnow – aye.
  - d. *Resumption of Open Meeting:* On motion of Mr. Srpan and seconded by Mr. Walsh, the Roanoke County Electoral Board unanimously voted to resume its meeting in open session. At that time, the Electoral Board, along with Roanoke County systems engineer Andy Snead, as representative of the County's IT Department, and Assistant County Administrator Doug Blount signed Roanoke County's 2024 LESS Remediation Acknowledgement and the 2024 Certification of Voting Security Plans, which will be submitted to the Virginia Department of Elections prior to their deadline of May 1.
  - e. *Risk Management Policy for Election Day Precincts:* Roanoke County carries a general liability insurance policy through VACORP that applies to all facilities used as polling places on Election Day; separate event-

specific coverage is not necessary. A property/general liability loss report and instructions for notifying the responsible parties of any incidents that might occur during elections will be added to all Chief’s Notebooks for use on Election Day.

- f. *Chairman’s Report:* None.
- g. *Director’s Report:* The Director updated the Electoral Board about the plans for officer of election training with respect to the June 18, 2024 Republican Party Primary Election that will be held in Roanoke County; a list of training dates will be circulated once available.
- h. *Inquiries from Other Board Members:* Mr. Krasnow presented a letter drafted to the principals of local high schools regarding the possibility of allowing the Electoral Board the opportunity to encourage voter registration and service as election day pages or officers of election amongst their senior classes. The members of the Electoral Board will review his proposed letter as soon as possible so that Mr. Krasnow can reach out to the appropriate school administrators with more information.
- i. *Public Comment:* None.
- j. *The Next Meetings:* The Electoral Board will conduct its canvass of the June 18, 2024 Primary Elections on the following dates and times:
  - i. June 19 at 2 PM (begin canvass);
  - ii. June 21 at NOON (provisional ballot hearings and continuation of canvass of results);
  - iii. June 24 at NOON (continue canvass of results, if necessary);
  - iv. June 25 at 3:00 PM (certify results to SBE).

5. **Adjournment:** On motion of Mr. Srpan and seconded by Mr. Walsh, the meeting was adjourned at 11:01 AM. The motion passed unanimously.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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