

Roanoke County Electoral Board Meeting Minutes

Date: September 3, 2024

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Srpan

Vice Chair: Michael Walsh

Secretary: Jeff Krasnow

Attendees: Ken Srpan, Michael Walsh, Jeff Krasnow, Anna Cloeter

Visitors: Merrie Turner, Roanoke County Resident

- I. **Welcome & Call to Order:** Chairman Ken Srpan called the meeting to order at 10:00 AM and welcomed everyone in attendance.
- II. **Adoption of Agenda:** Vice Chairman Michael Walsh moved the adoption of the agenda for the meeting which was unanimously approved by a vote of 3-0.
- III. **Review & Signing of Previous Minutes:** The minutes of the prior meetings were reviewed, following which Mr. Krasnow moved the adoption of the minutes. Mr. Krasnow's motion was seconded by Mr. Walsh and approved by a vote of 3-0. The Electoral Board signed the minutes at 1:01 PM.
- IV. **New Business – Preparations for the November 5, 2024 Presidential & Special Elections:**
 - a. **Ballot Order** – The Director of Elections shared with the Electoral Board the County's anticipated ballot order for the November election. Due to use of Ballot on Demand printers during early in-person voting, Roanoke County only plans to order approximately 22,000 ballots for use in absentee by mail voting and as emergency back-up ballots for its early voting offices in Vinton and at the Brambleton Center (e.g., should a power outage occur and impact the County's Ballot on Demand Printers, which do not have battery backup). For Election Day, however, the County will order approximately 58,000 ballots to be distributed to voters who appear at their designated Election Day polling places. After reviewing turnout from previous presidential election cycles, the Electoral Board agreed that these orders should be sufficient.
 - b. **Officer of Election Training** – Ms. Cloeter shared Deputy General Registrar Riles' anticipated training dates with the Electoral Board. Training for new officers of election will be largely presentation-based, while training for experienced officers of election and Chiefs and Assistant Chiefs will include significantly more hands-on practice with voting equipment and pollbooks.
 - c. **Calvacere** – Given the County's inability to access meaningful technical support from Civix following the company's abrupt decision to discontinue providing pollbook solutions and support in the middle of a busy presidential election year, Roanoke County has entered into a new agreement with Calvacere. Going forward, software licensing, support, and equipment warranties for Roanoke County pollbooks running Demtech's CenterPoint and ePollTAB program will go through Calvacere, which now employs the individuals who had previously supported the County's pollbooks.
- V. **Chair's Report:** Chairman Srpan provided the Electoral Board with an update regarding the ramp situation at Burlington Elementary School; after bringing the ADA accessibility deficiencies with the ramps at the side-entrance of Burlington to the attention of the Roanoke County School Board, an assessment was done that estimated the cost of remedying those defects would run approximately \$30,000. On the basis of that information, the Roanoke County School Board declined to spend the money necessary to make such repairs. As a result, the doorway accessible via those ramps will be closed to voters for future elections and all voters will be directed to enter and exit the polling place through the school's main doors at the front of the building where voter parking is located.
- VI. **Director's Report:** Ms. Cloeter shared with the Electoral Board that she and Mr. Srpan had visited with the Principal of Glen Cove Elementary and the school's construction team and determined that voting will take place in the cafeteria during the construction process. Mr. Srpan said he would reach out to the School Board to confirm whether or not a similar voting room relocation would be necessary at W.E. Cundiff Elementary as well, since it is also undergoing a massive renovation. (It was later determined that voting at W.E. Cundiff would also need to be moved to that school's cafeteria as a result of construction.)

- VII. **Comments from the Vice-Chair & Secretary:** Mr. Krasnow met with the Social Studies Supervisor of Roanoke County Schools to discuss the future officer of election recruitment program and reported that the Schools seemed receptive to the idea but felt that it would be better to start the program in the spring as more students would be coming of age to vote.
- VIII. **Public Comment:** Merrie Turner asked questions about significant changes in turnout for the City’s mayoral elections over the last several cycles. Mr. Srpan explained that the only mayoral races with which the County is involved are for the Town of Vinton and Ms. Cloeter added that there are nowhere near 40,000 residents of the Town of Vinton, so she was likely asking about Roanoke City elections. Ms. Cloeter suggested that the change in voter turnout might be a result of City voting to move its local elections to November instead of holding them separately in May, which the City did before it was mandated by the General Assembly, and referred Ms. Turner to the City’s Elections Department for further information. Ms. Turner thanked the Roanoke County Electoral Board and staff for their good work and offered a prayer for continued free and fair elections.
- IX. **Scheduling of Next Meeting:** The Electoral Board will meet during the following dates and times to conduct the canvass of the November 5, 2024 General and Special Elections:
- a. Wednesday, November 6 @ 1PM to 4PM
 - b. Friday, November 8 @ NOON to 4PM
 - c. Tuesday, November 12 @ 1PM to 4PM
 - d. Wednesday, November 13 @ 1PM to 4PM
 - e. Thursday, November 14 @ 1PM to 4PM
 - f. Friday, November 15 @ 3PM
- Virginia will hold mandatory Risk Limiting Audits of the U.S. Senate race and of a selected Congressional District’s race for the House of Representatives. Notice of the dates and times those events will take place will be provided once available.
- X. **Closed:** Meeting recessed at 11:15 AM.

Secretary _____

Chair _____

Vice Chair _____