

Roanoke County Electoral Board Meeting Minutes

Date: March 6, 2025

Time: 1:30 PM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Srpan

Vice Chair: Vacant

Secretary: Jeff Krasnow

Attendees: Ken Srpan, Mickey Mixon, Jeff Krasnow, Anna Cloeter

Visitors: None

- I. **Welcome & Call to Order:** Chairman Ken Srpan called the meeting to order at 1:39 PM and welcomed everyone in attendance.
- II. **Adoption of Agenda:** Secretary Jeff Krasnow moved the adoption of the agenda for the meeting which was unanimously approved by a vote of 3-0.
- III. **Old Business –**
 - a. **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. Srpan and approved by a vote of 3-0. The Electoral Board signed the minutes at 1:40 PM.
 - b. **Update on High School Officer of Election Recruitment Program by the Electoral Board:** Mr. Krasnow reminded the Electoral Board that, during his meeting with the Director of Social Studies Education for Roanoke County Schools last fall, it was suggested that the Electoral Board initiate its program for recruiting young adults for service as Officers of Election this spring. Mr. Krasnow plans to resume outreach to RCPS and local Roanoke County high schools in the coming months.
- IV. **New Business –**
 - a. **Reorganization of the Electoral Board:**
 - i. Mr. Mixon nominated Ken Srpan for Electoral Board Chair. Jeff Krasnow seconded the motion; the motion was approved by a vote of 3-0.
 - ii. Mr. Srpan then proposed that Mr. Krasnow serve in the position of Secretary for the year 2025. Mr. Mixon seconded the motion, and it was approved by a vote of 3-0.
 - iii. Mr. Srpan then nominated Mr. Mixon to the position of Vice-Chair. Mr. Krasnow seconded the motion; the motion was approved by a vote of 3-0.
 - b. **Preliminary Planning for any Primary Election(s):** Ms. Cloeter shared prospective deadlines for any Democratic and/or Republican Party Primary elections that may be held this summer with the Electoral Board. If called for, early voting will be available at the main Elections Office in Vinton for the full 45 days while early voting will be available to Roanoke County voters at the Brambleton Center Elections Satellite Office for the last two weeks before Election Day (starting June 2). Deadlines for registration, requesting absentee ballots by mail, and early-in person voting plans for June have all been updated on the County Elections Department's website, which is available at www.roanokecountyva.gov/elections.
 - c. **Closed Session – 2025 Security Plans:**
 - i. *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. Krasnow 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 Roanoke County's Voting System Security Plan and Voter Registration System Security Plans for 2025 and receiving a preliminary update on Roanoke County's compliance with Virginia's Locality Election Security Standards at 2 PM.
 - ii. *Closed Session – Voting Equipment Security:* The Electoral Board ended Closed Session at 2:27 PM.
 - iii. *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. Mixon – aye; Mr. Krasnow – aye.

- iv. *Resumption of Open Meeting*: On motion of Mr. Srpan and seconded by Mr. Krasnow, the Roanoke County Electoral Board unanimously voted to resume its meeting in open session.
- v. *Motion to Approve Roanoke County’s 2025 Voting System and Voter Registration System Security Plans*: On motion of Mr. Krasnow and seconded by Mr. Srpan, the Roanoke County Electoral Board unanimously voted to approve the County’s 2025 Voting System and Voter Registration System Security Plans by a vote of 3-0.

- V. **Chair’s Report**: No comment.
- VI. **Director’s Report**: With the arrival of a new Electoral Board member, Ms. Cloeter asked the Electoral Board to review the costs and benefits of CERA Certification offered by the Election Center and University of Alabama and determine whether they want her to pursue it. Mr. Mixon asked if the training was required by Virginia Law and Ms. Cloeter told him that it was not, and added that Virginia has its own required Certified General Registrar program which she currently maintains. After review of the course offerings and associated costs, the Electoral Board agreed that having Ms. Cloeter pursue CERA certification would not provide a material benefit to the County’s voters at this time. Mr. Srpan motioned that Ms. Cloeter is not required to seek CERA certification unless it becomes a state requirement. His motion was seconded by Mr. Mixon and passed unanimously by a vote of 3-0.
- VII. **Comments from the Vice-Chair & Secretary**: No comment.
- VIII. **Public Comment**: No comments
- IX. **Scheduling of Next Meeting**: TBD
- X. **Closed**: Meeting adjourned at 2:42 PM.

Secretary _____

Chair _____

Vice Chair _____