

Roanoke County Electoral Board Meeting Minutes

Date: June 30, 2025

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24179

Chair: Ken Srpan
Vice Chair: Mickey Mixon
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 10:03 AM and welcomed everyone in attendance
- II. Adoption of Agenda:** Ms. Cloeter requested that the Electoral Board incorporate a new item into the proposed agenda following the Director's Report, as she failed to include the Chairman's report in its usual place. Secretary Krasnow requested that the Electoral board move the proposed Annual Polling Place ADA Accessibility Review to a future meeting to allow additional time for completion of the surveys. Vice Chair Mixon moved the adoption of the agenda with those changes, and it was unanimously approved by a vote of 3-0.
- III. Old Business – Approval of Minutes from Last Meeting:** The minutes of the prior meetings were reviewed, following which Secretary Krasnow moved the adoption of the minutes. Mr. Krasnow's motion was seconded by Mr. Mixon and approved by a vote of 3-0. The Electoral Board signed the minutes at 10:06 AM.
- IV. New Business – Debrief of the June 17, 2025 Democratic Party Primary Election:** The Electoral Board reviewed feedback from voters and officers of election in precinct order. Apart from facility issues at Precinct 404 – N. Vinton (W.E. Cundiff) related to ongoing construction, no major incidents or problems arose on Election Day. The most common complaint was that Universal brand pens provided by ELECT during COVID were no longer working (all precincts had been provided with large boxes of replacement pens as backup). Several precincts reported early ballot 'jams' or "rejects" early in the day, which were due to the scanners being seated improperly on the ballot bins; after reviewing their set-up guides and/or speaking with the office, all of these issues were resolved without incident.
- V. Director's Report:** Roanoke County Public Schools had requested that the Electoral Board consider seeking approval from the Board of Supervisors to relocate polling places for Precinct 105 at Glen Cove Elementary and Precinct 404 at W.E. Cundiff Elementary due to ongoing construction projects taking place at those localities. Ms. Cloeter reported that she has reached out to the County Attorney to see whether seeking an ordinance from the Board of Supervisors to relocate these polling places for November is feasible given existing constraints. It was pointed out that students will be using both of those facilities during the upcoming school year, that the parking lot and driveway construction that presented problems during the June primaries at Precincts 105 and 404 is scheduled to be completed by the time school starts in August, and that, at a minimum, a renovated cafeteria and/or gymnasium should be complete and accessible at both facilities by November. Ms. Cloeter will keep the Electoral Board and the Director of Facilities at RCPS apprised of developments.
- VI. Chair's Report:** Mr. Srpan reminded the Electoral Board that they will need to conduct an annual review of Ms. Cloeter's performance prior to August 1st, 2025.
- VII. Comments from the Vice-Chair & Secretary:** No comments.
- VIII. Public Comment:** No comments.

- IX. **Scheduling of Next Meeting:** The Electoral Board will meet on July 23rd at 10 AM. Subjects to be discussed in open session include their Annual Polling Place ADA Accessibility Review and preparations for the November 2025 Gubernatorial Election. The Board will then meet in closed session to discuss personnel matters.
- X. **Closed:** Meeting adjourned at 10:45 AM.

Secretary _____

Chair _____

Vice Chair _____