

## Roanoke County Electoral Board Meeting Minutes

County Administration Building  
5204 Bernard Dr., Suite 300B  
Roanoke, VA 24018

**Date:** July 9, 2019 Minutes

**Call to order** the Chair, Ken Srpan: 12:17 PM

**Attendance:** Ken Srpan, Chair; Gailen Miles, Secretary; Dana Martin, Vice Chair

**Guests:** Registrar's Staff: Jenn Lugar, Charlene Hyth, Tara Colley, Glenda Patsel,

**Minutes:** Minutes for June 27, 2019 meeting was approved by the Electoral Board

### Meeting Agenda:

Op-Ed for The Roanoke Times: Mr. Srpan gave an update on the article D. Yancey is researching for an Op-Ed in the *Roanoke Times*

Preparation for the upcoming elections: Timeline, components of Election preparation

For the 2019 November General:

- 08.16 Ballots must be ordered (13 ballot styles this year)
- 09.13 L&A testing must be done
- 09.23 AB voting will start
- 10.14 The Book/Hopper closes

This means:

- 38 days until the ballots must be ordered
- 66 days until L&A testing should be done
- 76 days until AB Voting starts in the office

General office activities/work PLUS:

- Absentee Voting (In Person)  
Assist with applications, verify address on VERIS, check ID, pull correct ballot, curbside service, etc.
- Absentee Voting (Via Mail)  
Process applications received online or via mail, print labels, stuff ballots, and deliver to post office, Certificates of Mailing
- Absentee Reports  
Verify absentee application entry/delivery method daily
- Officers of Election  
Training, correspondence, paperwork, precinct placement, chief assistance, questions, payroll
- DMV Hopper Processing  
Easily 100+ applications processed per day until the books close, which means 100+ voter cards will be mailed out the following day
- Morning Reports  
Every application processed is checked for accuracy the following morning
- Mail + Third Party Apps  
Huge increase in mail (ENORMOUS increase for Presidential)

- Voting Equipment Preparation  
L&A Testing (multi-day event), uploading Election Data to thumb drives, Pollbooks, packing bins at warehouse
- Election Day Supplies Preparation  
Black bags, Pollbooks, paperwork (per precinct), signs, etc.
- Election-Specific Phone Calls + Drop-Ins  
Questions/concerns, media calls/appearances, etc.

Other factors/concerns:

- Space
- Change in Absentee In Person Voting Laws
- Petition verification

Adjournment: Mr. Martin motioned that the meeting be adjourned, Mr. Srpan seconded. The meeting was adjourned at 3:05 PM.

**Signatures:**

- Chair: \_\_\_\_\_
- Vice-Chair: \_\_\_\_\_
- Secretary: \_\_\_\_\_