

## **Roanoke County Electoral Board Meeting Minutes**

Date: April 19, 2022

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Srpan

Vice Chair: Jeff Krasnow

Secretary: Jeff Krasnow (Acting)

Board Attendance Request: Ken Srpan, Jeff Krasnow, Maurice McBride, Anna Cloeter

Visitors: John Young

### **1. Call to Order and Welcome:**

Ken Srpan called the meeting to order at 10:05 AM and welcomed everyone in attendance. He introduced Maurice McBride, whose appointment by the Roanoke County Circuit Court was recently confirmed.

### **2. Approval of Agenda:**

On motion of Jeff Krasnow, the agenda was approved unanimously.

### **3. Old Business:**

Approval of Minutes from last meeting - Mr. Krasnow moved to accept the minutes of the April 9, 2020 meeting as submitted. Mr. Srpan seconded the motion and it passed unanimously. All members signed the minutes.

### **4. New Business:**

a. **Election of new Secretary and Vice Chair:** Mr. Srpan opened the floor for nominations for Secretary of the Electoral Board because of the resignation of Galen Miles. Mr. Srpan nominated Jeff Krasnow, whose nomination was seconded by Mr. McBride. Mr. Krasnow was elected Secretary of the electoral Board by a unanimous vote of 3-0. Mr. Srpan then opened the floor for nominations for Vice Chair of the Electoral Board, the position previously held by Mr. Krasnow. Mr. Krasnow nominated Mr. McBride whose nomination was seconded by Mr. Srpan. Mr. McBride was elected Vice Chair of the Electoral Board by a unanimous vote of 3-0. Electoral Board Information Form SBE 106 was completed. A discussion ensued regarding Mr. McBride's dates of service, which will be explored.

b. **Elections Budget Award for FY 2023-2024 and additional operating and staffing expenses not included in the current budget award:** Mr. Srpan reported that he and Ms. Cloeter had met with Paul Mahoney and Phil North and that we were encouraged to submit a budget based on the actual needs for operating the Department of Elections. This would include among other items the purchase of ten ballot on demand printers and the cost of printing, processing and mailing multiple sets of voter cards to inform voters of redistricting and precinct changes. In discussion with Ms. Cloeter, it was decided to prepare a resolution to be submitted to the Board of Supervisors in support of the revised budget and a recess was taken to allow Ms. Cloeter to draft and revise the resolution. Following the recess, on Motion of Mr. Srpan, which was seconded by Mr. Krasnow, the resolution, a copy of which is attached to these minutes was approved by the Board by a unanimous vote of 3-0.

c. **Chair's Report:** Mr. Srpan reported on his discussions with the Supervisors whose magisterial districts, either wholly or in part, would be voting in the June 21, 2022 Republican Primary for the seat in Congress representing the 6<sup>th</sup> Congressional District, Phil North from the Hollins district, Martha Hooker from the Hollins District and Paul Mahoney from the Cave Spring District, only 1 of whose precincts is now in the 6<sup>th</sup> Congressional District. Mr. Srpan reported that Ms. Hooker did not feel that it was necessary to operate 6 weeks of satellite voting given the anticipated small turnout and the remoteness of the satellite location from

the precincts who would be voting in the primary. Mr. Srpan added that Ms. Hooker felt that operating the satellite voting at the Brambleton Center on Saturday, June 11 and Saturday, June 18 would be sufficient. This would be in addition to 6 weeks of early voting at the Election Department in Vinton. Mr. Krasnow moved that we provide satellite voting at the Brambleton Center on Saturdays June 11 and June 18, 2022 prior to the Republican Primary to be held on June 21, 2022. Following Mr. McBride second, the motion past by unanimous vote of 3-0.

d. **Director's Report:**

Ms. Cloeter announced that Logic and Accuracy Testing would take place on Thursday, May 5 beginning at 9:00 AM and that the appropriate notices would be sent to the Chairs of both political parties.

5. **Public Comment:**

Mr. Young expressed concerns about election security and express the hope that the members of the Electoral Board would view the video which he had cited in a recent communication to the Electoral Board.

6. **Next Meeting:** a decision on the next meeting was deferred.

7. **Adjournment:** 11:36 AM

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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

AT A REGULAR MEETING OF THE BOARD OF ELECTIONS OF ROANOKE  
COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY  
DEPARTMENT OF ELECTIONS, APRIL 19, 2022

**RESOLUTION REQUESTING AMENDMENT TO THE COUNTY ADMINISTRATOR'S  
PROPOSED FISCAL YEAR 2022-2023 OPERATING BUDGET**

WHEREAS, § 24.2-111 of the Code of Virginia provides that each locality "shall pay the reasonable expenses of the general registrar," which "include, but are not limited to, costs for . . . conducting elections as required by this title; and . . . voter education"; and

WHEREAS, § 24.2-112 of the Code of Virginia states that the "electoral board of each county . . . shall determine the number of assistant registrars to serve in the office of the general registrar, including any to serve full-time" and that the "general registrar shall establish the duties of assistant registrars, appoint assistant registrars, and have authority to remove any assistant registrar who fails to discharge the duties of his office"; and

WHEREAS, the Roanoke County Electoral Board fully approves of and supports the initial Funding Adjustment Form submitted by the Director of Elections via the County Department of Budget and Management Services' annual budgeting process for the upcoming fiscal year; and

WHEREAS, in light of additional legislative changes approved by the General Assembly and signed into law by the Governor of the Commonwealth as part of SB 3, which will impact the County's Department of Elections prior to the November 8, 2022 General Elections, the Roanoke County Electoral Board recommended that the Department of Elections amend its Funding Adjustment request to include the cost of implementing balloting on demand for (early) absentee in-person voting at its primary office in Vinton and at its satellite office at the Brambleton Center; and

WHEREAS, a number of delays have occurred in the decennial redistricting process, including:

- the delay in availability of the Census Data;
- the delay in approval of revised statewide congressional, Virginia Senate, and Virginia House districts;

- the delay in entry of all but congressional district assignments into Virginia's Voter Registration and Election Information System; and
- the delay in the implementation of the full local redistricting plan approved by the Roanoke County Board of Supervisors on May 22, 2022 until the latter of July 1<sup>st</sup> or the date upon which the Attorney General of Virginia has issued a Certification of No Objection to the County's local redistricting plan means that it will not take effect until early in the next fiscal year.

As a result, a second round of voter notices is legally required to be sent to every registered voter in Roanoke County detailing any changes to their assigned Virginia Senate, Virginia House, and local magisterial districts, precinct name, number, and/or location, which falls under the category of voter education, and the Roanoke County Board of Elections further requested that the Department of Elections amend its Funding Adjustment Form submission to include the cost for the same in terms of processing and postage; and

WHEREAS, the sharp increase in both forms of absentee voting, prompted by amendments to the Code of Virginia significantly expanded the demand placed on the staff of County's Department of Elections during the one to two months preceding the start of the early voting period, the month and a half of early voting that takes place prior to each election, and the number of voter notices and communications related to absentee voting that must be sent to voters both during and after each election have risen as well; and

WHEREAS, Roanoke County regularly utilized more part-time staff during early voting and election periods for those elections held prior to 2017 than it does now; and

WHEREAS, the number of voter registration requests, updates, and changes that the staff of the County Department of Elections has to address in the regular course of business have more than tripled

since 2007 illustrates the substantial uptick in the amount of daily work performed by the County's Department of Elections; and

WHEREAS, despite having added at least 12,000 voters to Roanoke County's voter rolls since 2004, the sea-change in absentee voting, and exponential growth in the number of voter registration transactions that are completed each year, the number of full-time-equivalent (FTE) staff allotted to the County's Department of Elections has remained at 3 since some point prior to 2004; and

WHEREAS, the Roanoke County Electoral Board believes it is absolutely vital that the Department's budget for FY 2022-2023 be adjusted to incorporate the following expenses outlined in the Elections Funding Adjustment Form:

- costs associated with increasing ballot orders to ensure that the County has adequate balloting materials available at each election;
- costs of voting, pollbook, and other major equipment warranties, licenses, hardware, software, and maintenance expenses;
- funds necessary to staff 33 voting precincts on each Election Day plus a Central Absentee Precinct during the preprocessing, Election Day, and post-election periods with an adequate number of officers of election;
- costs related to implementation of balloting on demand to enable compliance with a mandate that absentee by mail and in person results be reported separately by the voter's assigned precinct and the annual licensing fee to maintain the same;
- costs of additional voter mailings regarding changes to local election districts and voter assignments resulting from the 2020 Decennial Census and related redistricting process; and

- that the additional FTE positions requested be established as soon as possible to enable the Department to sufficiently prepare for the November 2022 and June 2023 elections and begin necessary preparations for the presidential election cycle of 2024.

It is therefore requested that County Administration and the Board of Supervisors make every effort to provide for these items in the County Administrator's Proposed Budget for FY 2022-2023 and in future years.

NOW THEREFORE, BE IT RESOLVED that the Roanoke County Electoral Board authorizes the Director of Elections to submit the Department's revised Funding Adjustment Form for review and encourages Roanoke County's Administrators and Board of Supervisors to provide the Department of Elections with funds to cover all of the expenses outlined above and in the Department's revised Funding Adjustment submission, which are necessarily incurred by the Department in the process of administering elections and educating voters, and to establish the two additional FTE positions on staff as approved by the Electoral Board.

On motion of Electoral Board Chairman Srpan to adopt the resolution, and seconded by Secretary Krasnow, and carried by the following recorded vote:

AYES: Chairman Srpan, Vice-Chairman McBride, and Secretary Krasnow

NAYS: None

ABSENT: None

A COPY TESTEE:



Anna L. Cloeter  
Director of Elections and General Registrar

cc: Richard Caywood, County Administrator  
Doug Blount, Assistant County Administrator (Elections Liaison)  
Laurie Gearhart, Director of Budget and Management Services  
Members of the Board of Supervisors via Debbie Jacks, Chief Deputy Clerk to the Board of Supervisors

Major Election Statistics, 2004-2022											
Election	Type	FT Staff	PT Staff	AB In Person	AB By Mail	AB Turnout	Election Day	Total Turnout	Reg'd Voters	% AB Turnout	% Total Turnout
February 2004	Presidential	3	11	-	-	59	4,621	4,680	60,159	0.1%	7.8%
November 2004	Presidential	3	16	-	-	3,191	43,782	46,973	61,888	5.2%	75.9%
November 2005	State/Local	3	2	-	-	1,193	30,402	31,595	61,259	1.9%	51.6%
November 2006	Federal	3	3	-	-	1,589	35,134	36,723	61,706	2.6%	59.5%
November 2007	State/Local	3	4	379	251	1,312	21,494	22,806	62,906	2.1%	36.3%
February 2008	Presidential	3	2	198	200	356	17,859	18,215	64,205	0.6%	28.4%
November 2008	Presidential	3	8	2,779	2,427	4,967	46,443	51,410	66,464	7.5%	77.4%
November 2009	State/Local	3	6	822	610	1,312	29,210	30,522	65,866	2.0%	46.3%
November 2010	Federal	3	6	935	571	1,345	30,316	31,661	66,257	2.0%	47.8%
November 2011	State/Local	3	6	449	225	633	22,012	22,645	66,644	0.9%	34.0%
March 2012	Presidential	3	4	85	73	132	3,631	3,763	67,347	0.2%	5.6%
June 2012	Federal	3	5	88	27	103	4,433	4,536	67,517	0.2%	6.7%
November 2012	Presidential	3	10	2,568	2,292	4,490	47,132	51,622	68,864	6.5%	75.0%
November 2013	State/Local	3	6	850	578	1,318	29,808	31,126	67,230	2.0%	46.3%
November 2014	Federal	3	6	858	563	1,334	29,428	30,762	66,969	2.0%	45.9%
November 2015	State/Local	3	6	526	321	762	23,688	24,450	66,845	1.1%	36.6%
March 2016	Presidential	3	5	233	286	422	22,074	22,496	66,012	0.6%	34.1%
June 2016	Federal	3	1	96	37	122	3,387	3,509	50,145	0.2%	7.0%
November 2016	Presidential	3	7	2,492	2,964	5,001	46,688	51,689	69,016	7.2%	74.9%
November 2017	State/Local	3	4	1,025	1,085	1,822	32,009	33,831	67,774	2.7%	49.9%
June 2018	State/Local	3	2	148	95	174	5,569	5,743	68,485	0.3%	8.4%
November 2018	Federal	3	5	1,646	1,719	3,096	39,133	42,229	69,170	4.5%	61.1%
November 2019	State/Local	3	4	616	639	1,043	25,522	26,565	68,468	1.5%	38.8%
March 2020	Presidential	3	4	189	317	392	11,038	11,430	69,253	0.6%	16.5%
June 2020	Federal	3 <sup>Δ</sup>	1-2 <sup>Δ</sup>	93	1,191	701	4,425	5,126	69,544	1.0%	7.4%
November 2020	Presidential	2-3*	4-9*	26,089	14,312	37,701	19,834	57,479	72,199	52.2%	79.6%
June 2021	State	2 <sup>Δ</sup>	3-5 <sup>Δ</sup>	465	661	935	2,720	2,763	72,438	1.3%	3.8%
November 2021	State/Local	3 <sup>Δ</sup>	3-7 <sup>Δ</sup>	11,900	3,950	15,234	27,733	42,967	71,925	21.2%	59.7%
June 2022	Federal										
November 2022	Federal/State/TOV										

Notes:

\* 1 FT staff out on maternity leave Oct. 20, 2 FT staff left - supported by 4 regular PT and 9 temp PT (most working last 2-4 weeks only); first election with 45 full days of no-excuse absentee in-person voting; open in two locations for last two weeks of AB period

^ 3 FT staff - supported by 3 regular PT and 2 temp PT (working last 2 weeks @ satellite only)  
" 3 FT staff - supported by 3 regular PT and 5 temp PT (working last 2-3 weeks only)

In 2015, Roanoke County transitioned from all-in-one voting machines to using multiple machines and paper ballots at all precincts.  
Virginia law began to provide for 45 days of no-excuse absentee in-person (early) voting prior to every election after 7/1/20.

REG VOT FOR 06/16 ELECTION: 6th CD ONLY - 66,715 reg'd voters in both CDs

Voter Registration Requests and Changes Processed by Roanoke County, 2007-2021																
Type	Action	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Address Change	Address Change	1,061	1,892	1,573	1,336	1,767	1,886	1,272	1,724	1,804	4,645	5,060	5,587	4,974	5,337	4,826
Administrative Duplicate Match	-	-	-	-	-	-	-	-	-	-	-	7,644	10,257	9,163	5,086	6,260
Change In	945	1,587	1,209	1,042	1,343	1,504	1,001	1,224	1,285	2,136	1,834	1,848	1,704	1,710	1,814	
Change Out	945	1,587	1,209	1,042	1,343	1,504	1,001	1,224	1,285	2,136	1,834	1,848	1,704	1,710	1,814	
Correction	168	575	88	53	98	154	83	94	149	479	213	1,129	192	147	43	
Duplicate	45	165	133	279	334	845	342	374	399	3,170	1,998	1,586	973	995	951	
Inactivate	-	69	26	18	587	83	12	-	4	2	5	-	-	-	-	
Name Change	169	360	185	228	249	374	202	221	256	779	1,239	1,286	1,315	966	789	
Name/Address Change	150	293	140	140	161	209	150	152	173	665	594	678	449	634	411	
New	2,342	3,842	1,797	1,733	1,644	3,536	1,604	1,688	1,924	4,994	2,025	2,690	2,590	4,659	2,599	
Reactivate	163	289	333	449	354	1,471	506	238	356	2,206	755	873	465	493	530	
Reinstate	40	50	13	8	8	10	12	10	5	9	11	3	6	9	11	
Transfer In	1,739	3,358	1,846	1,936	1,888	3,075	1,794	1,920	1,986	4,428	3,193	3,805	3,084	3,845	3,073	
Updated	7	14	4	9	8	22	17	32	28	538	190	144	227	576	327	
<b>Added/Changed Voters Total</b>		<b>7,774</b>	<b>14,022</b>	<b>8,599</b>	<b>8,281</b>	<b>9,215</b>	<b>15,177</b>	<b>8,067</b>	<b>9,650</b>	<b>26,189</b>	<b>26,592</b>	<b>31,739</b>	<b>26,756</b>	<b>26,167</b>	<b>23,448</b>	
Active Cancel - Other	11	29	6	3	5	13	26	3	-	1	1	-	2	-	2	
Deceased	670	657	610	735	734	792	716	803	710	775	890	817	751	603	1,145	
Declared Non Citizen	-	-	9	9	14	10	2	3	3	5	11	1	-	-	3	
Felon	22	42	2	172	66	62	61	71	71	182	62	52	60	76	81	
Inactive Cancel - NVRA Purge	952	1,076	-	3	-	1,769	-	1,916	-	1,483	-	1,606	-	978	-	
Inactive Cancel - Other	-	-	-	-	3	3	-	-	-	-	-	-	-	-	1	
Ineligible	1	13	8	10	1	2	3	3	1	3	-	2	1	3	2	
Mentally Incapacitated	2	6	8	5	4	7	6	1	12	4	1	6	6	6	6	
Out of State	104	236	601	304	334	448	563	968	656	520	1,002	379	228	206	570	
Per Choice	2	3	4	6	5	10	5	77	14	24	11	12	419	53	315	
Registrar Error	52	19	7	11	9	16	12	7	4	18	6	3	12	9	5	
Transfer Out	1,679	3,361	1,912	2,014	1,886	3,244	1,829	1,848	1,988	4,093	3,277	3,517	3,164	3,571	2,975	
<b>Cancelled Voters Total</b>		<b>3,495</b>	<b>4,366</b>	<b>4,243</b>	<b>3,272</b>	<b>3,062</b>	<b>4,604</b>	<b>4,596</b>	<b>3,789</b>	<b>5,364</b>	<b>5,632</b>	<b>6,247</b>	<b>4,784</b>	<b>4,243</b>	<b>4,527</b>	<b>6,083</b>
Confirmations	37	59	49	59	475	400	452	125	52	175	257	826	1,025	2,648	673	
<b>Confirmations Confirmations Total</b>		<b>37</b>	<b>59</b>	<b>49</b>	<b>59</b>	<b>475</b>	<b>400</b>	<b>452</b>	<b>125</b>	<b>52</b>	<b>175</b>	<b>257</b>	<b>826</b>	<b>1,025</b>	<b>2,648</b>	<b>673</b>
Deceased	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	
Felony Conviction	7	51	17	22	34	39	36	23	24	97	39	49	52	85	113	
Mentally Incapacitated	-	2	-	4	-	2	7	3	2	2	1	-	-	1	1	
Missing Information	1	38	40	46	33	125	67	70	119	215	202	233	188	157	125	
Out of State	-	-	-	-	-	-	-	-	-	-	-	27	59	25	58	
Refused - Other	-	4	22	23	26	25	21	22	85	70	142	161	88	70	96	
<b>Denied Voters Total</b>		<b>8</b>	<b>55</b>	<b>79</b>	<b>91</b>	<b>97</b>	<b>189</b>	<b>126</b>	<b>122</b>	<b>231</b>	<b>384</b>	<b>471</b>	<b>387</b>	<b>338</b>	<b>394</b>	
<b>Grand Total</b>		<b>11,314</b>	<b>18,532</b>	<b>12,970</b>	<b>11,703</b>	<b>12,849</b>	<b>20,370</b>	<b>13,641</b>	<b>12,949</b>	<b>15,297</b>	<b>32,380</b>	<b>33,981</b>	<b>37,820</b>	<b>34,411</b>	<b>33,680</b>	

## ELECTIONS FUNDING ADJUSTMENT FORM, FY 22-23

### I. PERSONNEL ADJUSTMENT

#### a. New Position 1: Early & Absentee Voting Assistant

##### i. Pay Information:

Select Pay Grade	101010 Salary*	202100 FICA	202205 VRS Hybrid	202400 VRS - Life Insurance	202500 LTD	201750 VRS RHC	101300 Health	202310 Dental	202640 Deferred Comp
14	\$ 30,325	\$ 2,320	\$ 4,361	\$ 406	\$ 179	\$ 91	\$ 6,615	\$ 285	\$ 650
<b>Total Salary:</b>					<b>Total Benefits:</b>		<b>Total Salary &amp; Benefits:</b>		
*Salary (101010) is based on the FY 2021-22 Class Plan with an added 10% of base.					\$ 14,907		\$ 45,232		

##### ii. Description:

Organize and lead staffing of Brambleton Satellite to allow us to extend the number of days we're able to offer voting at two locations and reduce demands placed on staff in Vinton. Ensure adequate supply of ballot materials and proper use and operation of early voting equipment. Assist with packing and preparing absentee ballots requested by mail for dispatch. Assist with review, curing, and tracking of defective absentee ballots returned prior to Election Day. Maintain returned absentee ballots in precinct alpha order and assist with absentee ballot check-in. Liaise with polling places re: HVAC, open/closing staff, hours of use, etc., and Parks and Rec re: signs and equipment delivery/pickup. Assist with electronic pollbook and ballot on demand operation at Brambleton and preparation of electronic pollbooks for officer of election training and use on Election Day. Provide backup support to front office as available/requested. Liaise with local high schools, Hollins, and area nursing/rehab/senior living homes prior to the start of absentee voting to ensure that these special populations are able to register, request absentee ballots, and access the paper forms and information they need in order to exercise their right to vote, while reducing the number of VR and AB applications that are denied due to being filled out incorrectly. Coordinate voted AB ballot drop-off/pick-up.

##### iii. Potential Offset:

Yes, but would be offset by money that is currently expended on PT staff but is not included in the Department's annual budget; our existing line item for PT staff, which covers both PT office staff AND officers of election, does not meet our needs, so establishing this position would help us reduce the amount by which we exceed the funding provided in that line item. Greatly reduce the hours worked by PT staff and the amount of overtime & comp time claimed by existing Department staff during the two months prior to each Election Day (at least 2 per year), the week of each election, and the week of canvass, thereby providing everyone in the Department with a more stable and predictable schedule, reducing likelihood of burnout, and compensating people for the time that they actually work instead of allowing them to earn comp time that the Department can't afford for them to take on top of the regular flexible leave provided.

iv. ***Additional Operating Impact:***

Among other things, adding these positions, which would allow us to reduce our use of PT staff to a seasonal only-basis, would allow us to comply with regulations determining at which point PT staff should be offered healthcare coverage under the ACA. (At this time, several members of the Department's PT consistently work 35 hours or more a week so that the Department can meet its statutory deadlines and obligations for processing voter registration requests, among other things, but they are still not offered healthcare coverage or any other benefits that the County offers employees who are classed as FT).

v. ***Strategic Plan Alignment:***

1. Connect Roanoke County to the World
2. Promote Neighborhood Connections
3. Promote Lifelong Learning
4. Be a Caring and Inclusive Community
5. Responsive Service Delivery
6. Workplace Culture/Employer of Choice

Adding this position would allow us to provide better and more timely service to voters wishing to vote absentee by mail or early in-person, demand for which has increased SIGNIFICANTLY since rules for absentee voting were changed in July 2020 to allow every voter the option to vote early in person during the 45 days prior to each election. From 2004-2020, the percentage of voters voting absentee during presidential years has gone from an average of 1.4% to 21.2%. From 2004-2020, the percentage of voters voting absentee in presidential years has gone from a maximum 6.6% to 52.2%. We've opened a second early voting location. The number of registered voters has risen from 60,159 in Nov. 2004 to 72,438 in Nov. 2021. Through all of that, our permanent staffing level hasn't changed. The uptick in AB voting won't be going away and it isn't just a function of COVID. Voting will continue to change rapidly and we need help that can be trained and in place before the next federal and presidential elections. Adding additional full-time staffing and having the opportunity to train them BEFORE the next major election cycle will provide everyone in the Department with a more stable and predictable schedule, reduce likelihood of burnout, and hopefully ensure that the County is compensating people for the time that they actually work instead of allowing them to earn comp time that the Department cannot afford for them to take on top of the regular flexible leave they are provided.

b. **New Position 2: Office Support Specialist**

i. ***Pay Information:***

Select Pay Grade	101010	202100	202205	202400	202500	202750	202300	202310	202840
	Salary*	FICA	VRS Hybrid	VRS - Life Insurance	LTD	VRS RHC	Health	Dental	Deferred Comp
I2	\$ 27,506	\$ 2,104	\$ 3,955	\$ 369	\$ 162	\$ 83	\$ 6,615	\$ 285	\$ 650
Total Salary:	\$ 27,506		Total Benefits:	\$ 14,223		Total Salary & Benefits:	\$ 41,729		
*Salary (101010) is based on the FY 2021-22 Class Plan with an added 10% of base.									

ii. ***Description:***

Process daily reports, print and mail voter registration cards, respond to voter requests for forms and information, generate/copy all related voter correspondence, scan completed forms and applications into VERIS, maintain files with hard copies of all forms and documents, process and distribute mail, check returned voter correspondence into VERIS with tracking information, assist voters on the phones and at the counter, maintain extensive paper files, take care of document retention/destruction, etc.

iii. ***Potential Offset:***

Yes, but would be offset by money that is currently expended on PT staff but is not included in the Department's annual budget; our existing line item for PT staff, which covers both PT office staff AND officers of election, does not meet our needs, so establishing this position would help us reduce the amount by which we exceed the funding provided in that line item. Greatly reduce the hours worked by PT staff (to SEASONAL ONLY if both positions funded) and the amount of overtime & comp time claimed by existing department staff during the two months prior to each Election Day (at least 2 per year), the week of each election, and the week of canvass, thereby providing everyone in the Department with a more stable and predictable schedule, reducing likelihood of burnout, and compensating people for the time that they actually work instead of allowing them to earn comp time that the Department can't afford for them to take on top of the regular flexible leave provided.

iv. ***Additional Operating Impact:***

Adding these positions, which would allow us to reduce our use of PT staff to a seasonal only-basis, would allow us to comply with regulations determining at which point PT staff should be offered healthcare coverage under the ACA. (At this time, several members of the Department's PT consistently work 35 hours or more a week so that the Department can meet its statutory deadlines and obligations for processing voter registration requests, among other things, but they are still not offered healthcare coverage or any other benefits that the County offers employees who are classed as FT).

v. ***Strategic Plan Alignment:***

1. Connect Roanoke County to the World
2. Promote Neighborhood Connections
3. Promote Lifelong Learning
4. Be a Caring and Inclusive Community
5. Responsive Service Delivery
6. Workplace Culture/Employer of Choice

Adding this position would enable us to reduce the overtime & comp time claimed by staff both before and after elections by creating a position that could deal with the Department's ongoing work while other staff members have to turn their attention to election administration tasks. It would also ensure that voter registration requests/updates, calls to the office from voters, etc., are addressed in a timely manner once the Department's other staff is occupied

with serving in person voters, training officers of election, operating a satellite polling place, dispatching and curing absentee ballots requested/returned by mail, coordinating with polling locations and custodial staff, etc. This would provide everyone in the Department with a more stable and predictable schedule, reduce the likelihood of staff burnout, and the amount of comp time that we cannot afford for staff to use which effectively becomes "unpaid overtime."

## II. OPERATING ADJUSTMENT

**a. Funding Adjustment Detail**

**b. Justification**

i. *Overall:*

These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.

ii. ***Increase Ballot Orders to 100%:***

To accommodate election results reporting by individual precinct, in accordance with SB 3, and ensure we don't run out of ballots before or on Election Day.

### iii. ***Voting Machine Hardware and Software Warranties:***

Annual cost for warranties and maintenance on 38 OVO scanners and 36 OVI ballot marking devices, prolong life and use of existing equipment, ensure reliability.

iv. **Polibook Licenses & Warranties:**

Annual cost for security licenses and updates, warranties for maintenance and repair of all components, prolong life and use of existing equipment, ensure reliability.

v. *Pitney Bowes Service Agreement:*

Cost for continued support and maintenance of mail packing and sealing device.

vi. *OOEs for Election Day:*

This is the typical cost of fully staffing all 33 of our voting precincts and the Central Absentee Precinct during each election; this cost currently comes out of our budget's line item for PT staff, which is nowhere near large enough to accommodate this expense for the minimum of two elections we administer

each year in addition to the part-time staff we require to perform our required duties under Virginia law.

vii. ***BOD Printers (One-Time Cost) and Licenses (Annual Cost):***

To accommodate and allow Roanoke County to comply with the demands of SB 3, which mandates reporting of absentee results by precinct and method of absentee voting, was signed into law by the Governor in April, and will be in effect prior to the November 2022 General Election.

viii. ***Voter Card Processing and Postage:***

Once we complete redistricting, we're legally required to send notice and new voter cards to every affected voter within 15 days; as local redistricting will not be completed until early in the next fiscal year, we will need to send another round of voter cards to each voter reflecting all redistricting changes (instead of just updated CD assignments).

ix. ***Potential Offset:***

Yes, this cost would be offset as described above and by a significant reduction, if not elimination, of the significant budget overages the Election Department incurs ever year.

c. **Strategic Plan Alignment**

- i. Connect Roanoke County to the World
- ii. Be a Caring and Inclusive Community
- iii. Responsive Service Delivery
- iv. Workplace Culture/Employer of Choice

Adding this position would permit the conduct of elections in accordance with current laws, regulations, etc., and would reduce or eliminate issues caused by Elections budget overages.

### III. SUMMARY

#### New Position Expenses

Position(s) Requested	Number of Positions	Salary and Benefits	Offset Amount	Net Cost
Early & Absentee Voting Assistant	1	\$ 45,232	See 2 following boxe	
Office Support Specialist	1	\$ 41,729	See 2 following boxe	
<b>TOTAL</b>	<b>2</b>	<b>\$ 86,961</b>	<b>\$ -</b>	<b>\$ -</b>

Add an Early & Absentee Voting Assistant and Office Support Specialist to department staff to deal with significant increase in demand for and duration of absentee in person early voting and absentee by mail service as well as the rising number of voter registration and voter information requests received throughout the year while reducing reliance on PT staff to provide these essential services.

#### Strategic Plan Initiatives Supported by New Position(s)

##### COMMUNITY STRATEGIC PLAN

<input checked="" type="checkbox"/> Connect Roanoke County to the World	Ensure Citizen Safety
<input checked="" type="checkbox"/> Position Roanoke County for Future Economic Growth	Promote Lifelong Learning
<input checked="" type="checkbox"/> Promote Neighborhood Connections	Be a Caring and Inclusive Community
<input checked="" type="checkbox"/> Keep Roanoke County Healthy, Clean, and Beautiful	

##### ORGANIZATIONAL STRATEGIC PLAN

<input checked="" type="checkbox"/> Responsive Service Deliver	Branding and Marketing	<input checked="" type="checkbox"/> Workplace Culture/Employer of Choice
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#### Operating Adjustment Expenses

Description of Item(s) Requested	Main Account Code	Quantity	Cost per Item	Total Amount
Increase Ballot Orders to 100%	Printing & Binding	1	30000	\$ 30,000
H&SW Warranties - Voting Machines	Maintenance and Service	1	20430	\$ 20,430
Licenses, Warranties - Pollbooks	Maintenance and Service	1	13250	\$ 13,250
Service Agreement - Pitney Bowes	Maintenance and Service	1	3314	\$ 3,314
OOEs for Election Day		2	47500	\$ 95,000
BOD Printers for Early Voting (1x)	Supplies and Small	10	815	\$ 8,150
Licenses for BOD Printers	Maintenance and Service	10	1000	\$ 10,000
Voter Card Processing/Postage	Postage and Box Rental	73000	0.5	\$ 36,500
<b>OFFSET AMOUNT</b>				See above & below.
<b>TOTAL (Net Cost)</b>				

#### Strategic Plan Initiatives Supported by Operating Adjustment(s)

##### COMMUNITY STRATEGIC PLAN

<input checked="" type="checkbox"/> Connect Roanoke County to the World	Ensure Citizen Safety
<input type="checkbox"/> Position Roanoke County for Future Economic Growth	Promote Lifelong Learning
<input type="checkbox"/> Promote Neighborhood Connections	
<input type="checkbox"/> Keep Roanoke County Healthy, Clean, and Beautiful	<input checked="" type="checkbox"/> Be a Caring and Inclusive Community

##### ORGANIZATIONAL STRATEGIC PLAN

<input type="checkbox"/> Responsive Service Delivery	Branding and Marketing	<input checked="" type="checkbox"/> Workplace Culture/Employer of Choice
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#### Summary of Expenses Requested

	New Position Expenses	Operating Adjustment Expense	Combined Amount
Amount Requested	\$ 86,961	\$ 216,644	\$ 303,605
Offset Amount		See above & below.	#VALUE!
<b>TOTAL</b>	<b>\$ 86,961</b>		#VALUE!