

## Roanoke County Electoral Board Meeting Minutes

Date: January 20, 2023

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

*Chair:* Ken Srpan

*Vice Chair:* Maurice McBride

*Secretary:* Jeff Krasnow

*Attendees:* Ken Srpan Maurice McBride

Jeff Krasnow Anna Cloeter

*Visitors:* Carol Rowan

1. **Call to Order:** The meeting was called to order by Chairman Srpan at 10:00 AM.
2. **Approval of Agenda:** On motion of Mr. Krasnow, seconded by Mr. McBride and by a unanimous vote the agenda for the meeting was approved.
3. **Approval of Minutes:** On motion of Mr. Krasnow, seconded by Mr. McBride and by unanimous vote, the minutes of the prior meeting were approved and signed.
4. **Agenda:**
  - a. *Reorganization:*
    - i. Chairman: Mr. Krasnow nominated Mr. Srpan, whose nomination was seconded by Mr. McBride. There were no further nominations and by a vote of 3-0 Mr. Srpan was elected Chairman for 2023.
    - ii. Secretary: Mr. Srpan nominated Mr. Krasnow for Secretary, whose nomination was seconded by Mr. McBride. There were no further nominations, and by a vote of 3-0, Mr. Krasnow was elected Secretary for calendar year 2023.
    - iii. Vice-Chair: Mr. Srpan confirmed Mr. McBride as Vice-Chair for calendar year 2023 as the Code of Virginia has no provision for the election of Vice-Chair.
  - b. *Closed Session:*
    - i. Mr. Krasnow moved that the Board enter into a closed session to discuss election security as permitted by Virginia Code Section 2.2-3711 (A) (36). Mr. McBride 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 election security at 10:08 AM.
    - ii. The Electoral Board ended Closed Session at 10:22 AM.
    - iii. After resuming its open session, 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 - yes; Mr. McBride - yes; and Mr. Krasnow - yes.
  - c. *Resumption of Open Meeting:* On motion of Mr. Krasnow, seconded by Mr. Srpan and by a unanimous vote of 3-0, the Electoral Board instructed the Registrar to check with her colleagues around the Commonwealth to see how they are dealing with the issue discussed in the closed session.

- d. *Chairman's Report:* Mr. Srpan reported that former part-time employees Charlene Hayth and Scott Pease are now full-time employees following the approval of two additional FTE positions in the Department by the Roanoke County Board of Supervisors.
- e. *Director's Report:*
  - i. Ms. Cloeter shared comments received from Roanoke County voter Lavender Ziegler with the Electoral Board and advised that she plans to add information about how the public might submit comments to the Electoral Board on the Department's website at [roanokecountyva.gov/elections](http://roanokecountyva.gov/elections).
  - ii. Ms. Cloeter reminded the Board that it will need to begin planning for any upcoming primary elections, which are scheduled to be held on Tuesday, June 20, 2023.
- f. *Inquiries from Other Board Members:*
  - i. Mr. Krasnow and Mr. McBride asked if there had been any resolution to the issue of holding voting at Cave Spring High School in the cafeteria as opposed to the gymnasium and Mr. Srpan and Ms. Cloeter responded that the school was aware of the issue this sudden change presented in November and that the precinct would be located in the gymnasium during future elections.
  - ii. Mr. Krasnow asked if information notices detailing changes in voting precinct locations /room assignments would be sent to voters for whom there were changes between November 2022 and June 2023 and Ms. Cloeter responded that the County would plan to send postcards to any affected voters ahead of the primary.
  - iii. Mr. Krasnow also expressed interest in revisiting the issue of co-locating Pct. 402 and 405 on different sides of the cafeteria at William Byrd Middle School on a permanent basis. Ms. Cloeter explained that this arrangement was only acceptable to the Department of Elections due to ongoing construction at Pct. 402's William Byrd High School, that the authorization for the temporary relocation would expire upon completion of the construction, that any permanent change would require application to and approval by the County's Board of Supervisors and the Virginia Department of Elections, and reminded Mr. Krasnow that the precincts are located in different State Senate districts after the latest redistricting cycle (Pct. 402 – CD 6, **SD 3**, HD 39 vs. Pct. 405 – CD 6, **SD 4**, HD 39) and that pursuing this change might increase voter confusion due to differing ballot content. Mr. Krasnow thinks this would be a good idea and requested that staff speak with the precincts' chiefs.
- g. *Public Comment:* Ms. Rowan advised the Electoral Board that she thought elections in Roanoke County had been well run.
- h. *The Next Meeting:* TBD. Mr. Srpan reported that that Ms. Cloeter's four-year term as registrar ends June 30, 2023 and Virginia Code requires that Electoral Boards meet in May or June to appoint or reappoint a registrar.

5. **Adjournment:** On motion of Mr. Krasnow, seconded by Mr. McBride and unanimously approved by a vote of 3-0 the meeting was adjourned at 10:46 a.m.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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