

Roanoke County Electoral Board Meeting Minutes

Date: January 24, 2024

Time: 11:00 AM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Srpan

Vice Chair: VACANT

Secretary: Jeff Krasnow

Attendees: Ken Srpan, Michael Walsh, Jeff Krasnow, Anna Cloeter

Visitors: John Young

- I. **Welcome & Call to Order:** Chairman Ken Srpan called the meeting to order at 11:02 AM and welcomed everyone.
- II. **Adoption of Agenda:** Michael Walsh moved the adoption of the agenda for the meeting which was unanimously approved by a vote of 3-0.
- III. **Review & Signing of Previous Minutes:** The minutes of the prior meetings were reviewed, following which Secretary Jeff Krasnow moved the adoption of the minutes. The motion was unanimously approved by a vote of 3-0, following which the minutes were signed by the Electoral Board.
- IV. **Agenda:**
 - a. **Reorganization of the Electoral Board:**
 - i. Mr. Krasnow commented that he believes that the members of the Electoral Board should rotate through all positions – Chair, Vice Chair, and Secretary – for experience and he and Mr. Srpan agreed that, pursuant to Virginia Code, a Democrat and a Republican member of the Board are obligated to serve as Chair and Secretary.
 - ii. Mr. Walsh acknowledged the merit of that idea but nominated Ken Srpan for Electoral Board Chair as 2024 is the last year of his current term on the Board. Jeff Krasnow seconded the motion; it was unanimously approved.
 - iii. Mr. Srpan then nominated Mr. Krasnow to the position of Secretary. Mr. Walsh seconded the motion; it was unanimously approved by a vote of 3-0.
 - iv. Mr. Srpan then proposed that Mr. Walsh serve in the position of Vice Chair for the year 2024 and he accepted.
 - b. **Chair's Report:** None.
 - c. **Director's Report:**
 - i. Officer of Election trainings have been scheduled for the March 3, 2024 Dual Party Presidential Primary Election and calendar items have been sent to each board member for all 28 sessions. Once they have had a chance to review their calendars, the members of the Electoral Board will split the trainings amongst themselves so that one member will be present to attend each session and swear officers in for their new terms.
 - ii. Ms. Cloeter updated the Electoral Board on several items, including:
 1. Significant progress has been made toward the launch of the Integra software which will be used in part to manage appointment, communications with, training, and scheduling of the County's officers of election. Following the March 5, 2024 Dual Party Presidential Primary Election, staff will begin work on the second phase of the project, which will enhance security and compliance assessment, chain of custody documentation, logical and accuracy testing, and inventory and maintenance tracking of all voting equipment.
 2. The County's new voting equipment – Unisyn's OpenElect Freedom Vote Scans ('FVS' – ballot scanner) and Freedom Vote Tablets ('FVT' – ADA ballot marking device) – will be in use for the March 2024 Dual Presidential Primary Election and new functionality of the FVT will allow officers of election to use the machine for any provisional voting done during the early voting period or on Election Day. The benefit of this is that provisional ballots generated via the FVT cannot be fed through the ballot scanners used during early voting or on Election Day, which will ensure that all provisional ballots are returned to the Electoral Board for review and a determination as to whether or not they may be counted during the canvass of results. The ballot slips generated by the FVT will also fit inside of the updated Provisional Ballot Envelopes provided by the Virginia Department of Elections,

which are too small to accommodate a full-size ballot page, without being folded; this should result in significantly less difficulty feeding accepted provisional ballots through the scanner than the Board experienced during last November’s provisional ballot meeting.

3. The status of updates to the County’s electronic pollbook system by DemTech, including State-mandated software updates and a requested template change that will ensure that the names of all voters who have previously voted in an election are highlighted in red on the search results screen and that the preexisting voter status flags used by VERIS now include a statement that “this voter has already voted” in the voter detail view. Upon the request of a voter, officers of election will still be able to offer them a provisional ballot and any provisional ballot marked by such a voter will be reviewed and adjudicated by the Electoral Board during the canvass of results as is standard practice.
4. Ms. Cloeter will contact the Electoral Board once ballots ordered for Election Day have been delivered so that they can arrange to inventory, pack, and seal the ballots for both Party Primaries in their respective ballot bags and evaluate voting security matters made confidential pursuant to Va. Code § 24.2-625.1. Public notice will be provided for this meeting, though the aforementioned work will be completed during closed session as permitted by Va. Code § 2.2-3711(A)(34).

d. **Comments from the Vice-Chair & Secretary:**

- i. Mr. Walsh noted that he is pleased to be on board and looks forward to working with the County’s Department of Elections.
- ii. Mr. Krasnow raised the question of whether or not the Electoral Board was interested in revisiting the idea of recruiting prospective officers of election from local high schools and colleges. He suggested contacting local school administrators with requests to speak with civics and government teachers to explore what options may exist for collaboration. Mr. Srgan and Mr. Walsh expressed their approval of the idea and Mr. Krasnow volunteered to spearhead the effort for the Electoral Board.

e. **Public Comment:** None.

V. **Scheduling of Next Meeting:**

- a. TBD
- b. Canvass of Results for the March 5, 2024 Dual Party Presidential Primary Election will be scheduled for March 6 at 1:30 PM, March 8 at NOON, March 11 at 10 AM (if necessary), and March 12 at 3 PM.

VI. **Closed:** Meeting closed at 11:34 PM

Secretary _____

Chair _____

Vice Chair _____