

## Roanoke County Electoral Board Meeting Minutes

Date: April 24, 2025

Time: 12:00 PM

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: Assistant County Administrator Doug Blount and IT Director Uma Marquez

- I. **Welcome & Call to Order:** Chairman Ken Srpan called the meeting to order at 12:01 PM and welcomed everyone in attendance.
- II. **Adoption of Agenda:** Secretary Jeff Krasnow 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 Mr. Krasnow moved the adoption of the minutes. Mr. Krasnow's motion was seconded by Mr. Srpan and approved by a vote of 3-0. The Electoral Board signed the minutes at 12:03 PM.
- IV. **New Business – 2025 Roanoke County Compliance with LESS and Remediation Plan:**
  - a. *Entry into Closed Session:* Mr. Srpan moved that the Board enter into a closed session to discuss election security as permitted by Virginia Code Section 2.2-3711 (A) (34). Mr. Krasnow 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 Roanoke County's compliance with Virginia's Locality Election Security Standards and reviewing its Remediation Plan at 12:04 PM.
  - b. *Closed Session – LESS Compliance and Remediation:* The Electoral Board ended Closed Session at 12:27 PM.
  - c. *Certification of Closed Session:* At that time, 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 – aye; Mr. Mixon – aye; Mr. Krasnow – aye.
  - d. *Resumption of Open Meeting:* On motion of Mr. Srpan and seconded by Mr. Krasnow, the Roanoke County Electoral Board unanimously voted to resume its meeting in open session.
  - e. *Motion to Approve Roanoke County's 2025 LESS Remediation Plan and Voting System and Voter Registration System Security Plans:* On motion of Mr. Mixon and seconded by Mr. Krasnow, the Roanoke County Electoral Board unanimously voted to approve the County's 2025 Local Election Security Standards and Remediation Plan by a vote of 3-0. The Electoral Board, Assistant County Administrator Doug Blount, and IT Director Uma Marquez all signed ELECT's 2025 LESS Review & Remediation Attestation. The Electoral Board proceeded to sign the Annual Certification of Voting Security Plans, which were reviewed in depth during their last meeting. Ms. Cloeter will send copies of these signed documents to ELECT.
- V. **Chair's Report:** ELECT has recently sent notice regarding our annual obligation to review all Roanoke County polling places for ADA accessibility. Mr. Srpan noted that the Electoral Board would once again plan to assess polling place accessibility during the Board's precinct rounds on Election Day this June.
- VI. **Director's Report:** Ms. Cloeter updated the Electoral Board about this week's change in the County's anticipated June primaries, which went from being dual party primary elections to a single Democratic Party Primary. She reviewed dates and deadlines pertinent to the election with the Board, discussing L&A, pre-processing, and canvass processes.
- VII. **Comments from the Vice-Chair & Secretary:** None.

- VIII. **Public Comment:** None.
- IX. **Scheduling of Next Meetings:** The Electoral Board has scheduled the following meetings:
- a. **Canvass of Results** – June 18 @ 1 PM, June 20 @ Noon, June 23 (if needed, TBD during meeting on June 20), and June 24 at 3:00 PM.
  - b. **Post-Election De-Brief and Annual ADA Accessibility Review** – June 30 @ 10 AM.
- X. **Closed:** Meeting adjourned at 12:47 PM.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_

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