

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
March 21, 2017

The Frederick County Electoral Board met on Tuesday, March 21, 2017. Present were: Chairman Richard Venskoske, Vice Chair Marie Straub, Secretary Jerry Zemlachenko, Machine Tech Jim Ott and Registrar Rick Miller.

The Chairman called the meeting to order at 5:30 p.m. Upon motion by the Vice Chair, seconded by the Secretary, the agenda was adopted as presented 3 - 0.

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 2/02/2017 meeting was approved as presented 3 - 0.

Pursuant to 24.2-107 the Chairman asked the Frederick County Electoral Board to reorganize for the March 1, 2017 – February 28, 2018 year. The Electoral Board held nominations, seconds and votes for each office (all 3 – 0) as follows:

Chairman – Rich Venskoske
Vice-Chairman – Marie Straub
Secretary – Jerry Zemlachenko

The new voting equipment contract has been signed by both the County and the vendor. Pick up of our old voting equipment and delivery schedule of the new voting equipment has not been finalized yet. Placement will involve our current equipment room and our temporary room made available by the IT department. Acceptance testing and training have also not been finalized. The Registrar is working on the Department of Election Disposal forms for our old equipment.

In regard to the possible June 13, 2017 Democratic and Republican Primaries, the Registrar reported that the Department of Elections will notify all localities by April 5, 2017 where primaries will be held. The Electoral Board discussed the following items for the possible primaries on June 13, 2017:

- (1) Primary Budget
- (2) Number of Officers of Election
- (3) Number of DS 200 and Express vote machines
- (4) Number of thumb drives for programming
- (5) Number of laptops to be used as EPBs
- (6) Number of paper ballots for absentee voting & precincts on Election Day
- (7) Logic and Accuracy Testing of voting machines for Central Absentee Precinct only - Monday, April 24, 2017, in the Registrar's Office, time to be determined
- (8) Training Date for Officers of Election – Frederick County Administration Building 107 N. Kent Street, Winchester, VA on Saturday, June 3, 2017 with 2 sessions, one in the morning and one in the afternoon

The following items for the June 13, 2017 Primaries were tabled for discussion at the next Electoral Board meeting:

- (1) Election Day activities
- (2) Logic and Accuracy Testing of other precinct voting machines – dates & time
- (3) Primary Canvas Day – Wednesday, June 14, 2017 at 12:00 noon
- (4) Training assignments and Makeup Training date & time
- (5) Laptop lab date setup in Registrar's office
- (6) Printing Officer of Election training materials
- (7) Statement of Results
- (8) Training of Central Absentee Precinct Officers of Election – date, time & place

Under Registrar business the following items were presented and discussed:

An update was given on legislation passed, defeated or vetoed from the 2017 session of the Virginia General Assembly that has just ended. The General Assembly will reconvene on April 5, 2017 to finalize the state budget and to look at the GA bills the Governor has vetoed.

Both the General Registrar and Electoral Board 2017 – 2018 budgets have been finalized by the county administration. The budgets still have to be approved by the Board of Supervisors. The only item not yet completed is the General Registrar's request for a salary supplement, which the HR department is evaluating based on the county employee descriptions.

Frederick County has created a new Freedom of Information Act portal on the county website.

Under legal matters the Federal lawsuit on the Congressional House of Representatives redistricting is still ongoing and the State lawsuit on the House of Delegates redistricting has been sent back to a lower court to redo the redistricting.

As of 7/1/2017, the county will have to pay for our Advocate software for our laptop computers used as poll books. The amount is \$ 1,400.00 every 6 months. At this time the Department of Elections poll book solution has not been finalized and there is no timetable for its implementation.

The Department of Elections mandatory annual training place, dates and time has not been finalized yet. They have told us that the last week of June 2017 is the best possibility at this time.

On Friday, March 24, 2017, the Clarke County Registrar's office will host an electronic poll book workshop with our vendor DemTech. At this time the Registrar, Machine Tech and two Electoral Board members are planning to attend.

The Registrar presented the quote from one of our vendors for the clear plastic bag with zipper, handles and slot for precinct identification to be used as both the blank forms and provisional bags for each precinct. After some discussion the electoral board approved the purchase of 50 of these 13' by 15' bags.

The Registrar and the Machine Tech reported on the Printelect User Group workshop held in Culpeper, VA on Friday, March 17, 2017. The topics covered at the workshop were the optical scan voting machines, coding procedures, ballot printing, field services and election support.

The Electoral Board decided to set the next Electoral Board meeting for Thursday, April 6, 2017 at 5:30 pm in the Registrar's office. The Department of Elections will have notified all localities by April 5, 2017 if the Primaries will be held. At that time, if the Primaries are to be held in Frederick County, Officers of Election will be appointed for the Primary along with discussion of training methods and all of the above tabled items that were not discussed at this meeting. Otherwise, discussions for the advanced planning for the November 7, 2017 Elections will begin.

No other business was presented to the Board.

BEING NO FURTHER BUSINESS, the meeting adjourned at 6:43 p.m.

Respectfully submitted,



Jerry Zemlachenko
Secretary

APPROVED:  Chairman

 Vice Chair

 Secretary

DATE: 4/6/2017