

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
April 6, 2017

The Frederick County Electoral Board met on Thursday April 6, 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 Secretary, seconded by the Vice Chair, the agenda was adopted as presented 3 - 0.

Upon motion by the Vice Chair, seconded by the Secretary, the minutes of the 3/21/2017 meeting was approved as presented 3 - 0.

In regard to the June 13, 2017 Democratic and Republican Primaries, the Registrar reported that the Department of Elections has notified Frederick County that both a Democratic and Republican Primary will be held.

A motion was made by the Vice Chair, seconded by the Secretary and approved 3 – 0 to implement the following items discussed at the Electoral Board March 21, 2017 meeting for the Dual 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
- (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 Dual Primaries were also approved with the same motion for implementation for the Dual Primaries on June 13, 2017:

- (1) Logic and Accuracy Testing of other precinct voting machines – Monday, June 5 and Tuesday, June 6, 2017, starting at 9:00 am both days
- (2) Primary Canvas Day – Wednesday, June 14, 2017 at 12:00 noon – unpacking of precinct bags to start at 8:00 am
- (3) Officer of Election Makeup Training – Thursday, June 8, 2017 at 5:30 pm in the Registrar's office
- (4) Laptop lab date setup in Registrar's office set up on Wednesday, June 7, 2017
- (5) Creating and printing Officer of Election training materials, Statement of Results and the need for special Chief/Assistant Chief training on new voting machines – place, time and date to be determined
- (6) Training of Central Absentee Precinct Officers of Election at the Registrar's office on Saturday, June 10 from 10 am

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

- (1) Election Day activities
- (2) Training assignments

The Electoral Board then made the appointments of the 172 Officers of Election needed for the June 13, 2017 dual Primaries. Motion was made by the Secretary, seconded by the Vice Chair and voted 3 – 0 to accept the appointments made.

Preparations for the November 7, 2017 General and Special Elections were tabled.

Under Registrar business the following items were presented and discussed:

The old voting equipment was picked up on Monday, April 3 and the new voting equipment was delivered on Tuesday, April 4 and acceptance testing was also conducted on April 4 and Wednesday, April 5. The Frederick County Security Plan therefore needed to be updated. The Registrar presented the updated plan to the Electoral Board who approved and signed off on the new 2017 Security Plan.

The Registrar presented the quotes from our machine vendor for the ballot bins for the voting machines, the precinct privacy screen kits and the voting machine paper roll order. The new voting ballot signage for voter privacy screens was presented. All of these item costs will be taken from the balance of the voting equipment funds left over from the purchase of the 60 new voting machines, which stands at \$ 17,702.50.

An update was given on legislation passed, defeated or vetoed from the 2017 session of the Virginia General Assembly. The General Assembly met again on April 5, 2017 to finalize the state budget and did not overturn any of the Governor's vetoes.

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 acted on is the General Registrar's request for a salary supplement. The Registrar asked to Electoral Board if they would be send a letter to the Frederick County Human Resources Director regarding the Registrar's accomplishments in his 13 year tenure. The HR Director had just communicated this request to the Registrar yesterday. The Board agreed to compose and send a letter to the HR Director next week. With this additional information, the Registrar may receive a salary supplement.

The Department of Elections mandatory annual training will take place in Richmond, VA on Tuesday, June 20 through Thursday, June 22, 2017 at the Double Tree Koger Center, where the training has been held for many years. The Registrar has already booked three rooms for himself and 2 Electoral Board members.

The Electoral Board decided to set the next Electoral Board meeting for Tuesday, May 2, 2017 at 5:30 pm in the Registrar's office.

No other business was presented to the Board.


BEING NO FURTHER BUSINESS, the meeting adjourned at 6:45 p.m.

Respectfully submitted,



Jerry Zemlachenko
Secretary

APPROVED:  _____ Chairman

 _____ Vice Chair

 _____ Secretary