

**FINAL MINUTES**  
**FREDERICK COUNTY ELECTORAL BOARD**  
May 2, 2017

The Frederick County Electoral Board met on Tuesday, May 2, 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 Vice Chair, seconded by the Secretary, the minutes of the 4/06/2017 meeting was approved as presented 3 - 0.

In regard to the preparations for the June 13, 2017 Democratic and Republican Primaries, the Registrar gave updates on the following items, some of which were tabled from the 4/06/2017 Electoral Board meeting.

- (1) Primary Election supplemental budget request was unanimously approved by the Frederick County Board of Supervisors at their April 26, 2017 meeting.
- (2) Election Day Activities – tabled until after Special Chief/Assistant Chief training and regular Officer of election training
- (3) Training Assignments – Registrar to do Qualifying the Voter, Envelopes and Statement of Results, Machine Tech to do Laptops and Voting Machines, Secretary to do Sensitivity Training. Chairman to help with machines and Vice Chair to help with envelopes and statement of results.
- (4) Creating and printing Officers of election training materials and power points to be done by Registrar and machine tech, with review by Electoral Board
- (5) Officers of Election who have responded that they will work is currently 120 out of 172 assigned. Electoral Board asked the Registrar to call all 52 Officers who have not responded to determine their status of working the Primaries. There are 12 Officers who have to come to makeup training.
- (6) For the Special Training for Chiefs and Assistant Chiefs, 10 precincts have responded with their preferred dates. 3 Precincts are having problems coming to either training date. The Registrar and Machine Tech will work out an alternate date for these 3 precincts.
- (7) All June Primary supplies have been received except our new precinct bags for provisional forms and blank forms and our additional precinct paper ballots.
- (8) Logic and Accuracy Testing of voting machines for Central Absentee Precinct was completed on April 24 in the Registrar's Office. Absentee voting starting on April 28, 2017.
- (9) A couple of Precinct polling places issues for our normal rooms has arisen and the Registrar is working on solutions. Table and chair inventories at all precincts has been received, with a couple of precincts not having enough. One precinct will change rooms and one precinct may have an AC issue on Primary Day.

Preparations for the November 7, 2017 General and Special Elections were tabled until after the June 13, 2017 Primaries.

Under Registrar business the following items were presented and discussed:

- (1) The Registrar told the Electoral Board that the letter sent by the Frederick County Electoral Board to the Human Resources Director regarding the Registrar's accomplishments in his 13 year tenure was submitted to County Administration. This letter resulted in a salary supplement being approved for the Registrar.
- (2) The Registrar suggested that the Electoral Board invite our local NFB (National Federation of the Blind) chairman to speak at the officers of Election training on Saturday, June 3, 2017 as he has done in the past. He could also try out the new voting equipment and its ADA (Americans with Disability Act) features. The board agreed and asked the Registrar to contact him.
- (3) The Registrar has updated the room reservations for the Department of Elections mandatory annual training in Richmond, VA on Tuesday, June 20 through Thursday, June 22, 2017 at the Double Tree Koger Center.
- (4) All of the new voting equipment bills have been submitted to the Finance Department for payment. Actual costs for the equipment of \$ 286,000.00 was \$ 11,000.00 less than the original amount of \$ 297,000.00 requested.

The Electoral Board decided to wait to determine the date and time of the next Electoral Board meeting. This is due to so much activity with several Officer of Election trainings and Logic & Accuracy testing set in the next few weeks.

No other business was presented to the Board.

BEING NO FURTHER BUSINESS, the meeting adjourned at 6:12 p.m.

Respectfully submitted,

Jerry Zemlachenko  
Secretary

APPROVED: \_\_\_\_\_ Chairman

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

\_\_\_\_\_ Secretary