

FINAL MINUTES

FREDERICK COUNTY ELECTORAL BOARD

September 26, 2017

The Frederick County Electoral Board met on Tuesday, September 26, 2017. Present were Chairman Richard Venskoske, Vice-Chair Marie Straub, Secretary Jerry Zemlachenko, Machine Technician Jim Ott and Registrar Rick Miller.

The Chairman called the meeting to order at 5:30 pm. Upon motion by Secretary Jerry Zemlachenko, seconded by Vice-Chair Marie Straub, the agenda was adopted as presented 3 – 0.

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 8/29/2017 meeting were approved as presented 3 – 0.

Planning for the November 7, 2017 General and Special Elections was conducted as follows:

Officers of Election update –

As of 9/25/2017 - we have 138 out of 159 Officers of Election confirmed for training and working the elections. 21 more Officers are needed. The Registrar is waiting to hear from some of the replacement Officers assigned and will contact the rest shortly. We have 7 Officers signed up for makeup training. All 21 precincts have signed up for C/AC special training – 11 on 10/19, 10 on 10/20.

Officer of Election training materials update -

Chief, Assistant Chief, Poll Worker Training Manuals – in progress

What if Guide – to do

Election Day Guide – CAP done, regular guide in progress

Provisional forms – to do

Blank forms – to do

Central Absentee precinct (CAP) – all work done

Officer of Election training materials update (continued) -
Statements of Results (SORs) – actual ones done, training done
Election Night Precinct Report – actual ones done, training ones done
Curbside Voting Report– actual ones done, training ones done (sample shown)
Closing Instructions for Chiefs/Assistant Chiefs – to do
DS 200 and ExpressVote Opening & Closing instructions – updated & done
Power Points – Qualify the Voter – done

- Ballot Officer – to do
- Envelopes & SORs – to do
- EPBs – Machine Technician to review
- Voting Machines – machine Technician to review

Other November 7, 2017 Election Work

The Board decided to mark each precinct's privacy booth boxes with the number of privacy booths in each box, since some of the boxes will have more than the normal 10 booths in the box.

The Board decided to add in the training material for the DS 200, ExpressVote and the laptop opening and closing instructions that each Chief assign two officers to do each of these procedures as a team of a "reader" and a "doer".

The Registrar reported he had emailed the following recipients a list of all Frederick County Precinct polling places – both power companies, VDOT, State Police, County Administration and the Frederick County Sheriff. Registrar asked the Board if they would like him to send the Sheriff a list of all Chief Officers like last year. The Board agreed this should be done.

The Registrar requested he have 15 minutes at each session at the Special C/AC training on the voting machines and laptops to go over closing procedures after the polls close on Election Day. Electoral Board agreed.

Registrar discussed the need for 2 Write-In reports for this Election, one to be attached to each Statement of Results. The Board agreed and the Machine Tech said he would explain at OE training on how to run second Write-in results tape. Also discussed and agreed upon was the need to put in the ExpressVote instructions how to increase the font size on the ballot once the ballot has been inserted into the machine. This will be done for in all OE training manuals and handouts.

Awaiting Department of Election instructions on Write-Ins procedures for the November Elections. Statewide offices and HOD offices are multi-jurisdictional and therefore procedures are needed, even if in our locality the 5 % threshold is not reached. Local offices will not need Write-In certifications unless the Write-in votes exceed 5 % of vote total for each office.

VDOT will deploy their message sign boards to both the James Wood HS – Apple Pie Ridge ES and Bowman Library areas – signs will flash “Congested Area Ahead – Use Caution”.

The Registrar reported our locality may have AP observers at the polls. Other localities have been contacted by them, but we have not yet. Edison Research has also contact us and they will do the same procedures as they have in the past.

New Voting Instructions (write-ins included for Elections) to be put in every precinct privacy booth. Electoral Board said to discuss Write-Ins at Officer of Election training.

Electoral Board decided on New Accuracy Test Voting Machine form to be placed in the top of each DS 200 in each precinct for Election Day. Reviewed and approved Oaths for Machine Technician, Machine Custodian and new one for Machine Moving Crews.

DS 200 Logic & Accuracy Testing checklist was discussed. Machine Tech will check on the form used last year or will use new one for this year.

Electoral Board decided on Ballot sign for Ballot Table for each precinct.

Reviewed and approved new Officer of Election Training Results tape and Registrar presented how results will be post in our office on election night. Our Election night reporting will now use a special portable work IT table, about 5 feet wide and 3 feet high to show our election results in our office. The Registrar and Assistant Registrars will be able to post our results as they are received from the precincts on our Unofficial Results Tally Sheet and all results can be seen by all in our office.

Electoral Board and Machine Technician received Draft OE Training Schedule (both sessions) for Saturday, October 28, 2017 from the Registrar.

November 7, 2017 Election Day schedule was tabled to a later meeting.

November 7, 2017 Election Day review was tabled to a later meeting.

Under Registrar's Business the following items were presented and discussed.

Registrar handed out the GA 2017 bill (passed and signed) concerning post-election audits of voting equipment in future elections starting July 1, 2018. Each locality will be chosen at least once every 5 years. No details concerning how the audit is to be conducted, what is involved or other details have come from the Department of Elections yet. The Registrar requested he can include cost estimates for the potential audit in the 2018-2019 EB/GR budgets. This will cover our locality if it is chosen the first year. The Electoral Board agreed with the request.

Talked about a recent newspaper Winchester Star article on future population growth in Frederick County. The figures he found from the Weldon-Cooper Institute of UVA did not match what was in the article. Weldon-Cooper population estimate for Frederick County will be approximately 86,000 plus in the year 2020.

Registrar's Business (continued)

New Room Request update request. The Registrar met with Jay Tibbs, Deputy County Administrator today and received an update. County Administration is getting a preliminary estimate from a local builder to possibly do something in the county administration building lobby. County Administration is still not sure what they are going to do, nothing in the short term, but are still working on it. Our department is not the only one looking for more space in this building.


The next Electoral Board meeting will be held on Thursday, October 12, 2017 at 5:30 pm in the Registrar's office.


No further business was presented to the Board.

Being no further business, a motion was made by the Secretary, seconded by the Vice-Chair that the meeting be adjourned. Motion passed 3-0. The meeting adjourned at 6:29 pm.



Jerry Zemplachenko
Secretary

APPROVED:  _____ Chairman

 _____ Vice Chair

 _____ Secretary

DATE: 10/12/17