

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD

November 16, 2017

The Frederick County Electoral Board met on Thursday, November 16, 2017. Present were Chairman Richard Venskoske, Vice-Chair Marie Straub, Machine Technician Jim Ott, Registrar Rick Miller and Assistant Registrar Diane Steliga. Secretary Jerry Zemlachenko arrived at 5:45 pm.

The Chairman called the meeting to order at 5:38 pm. Upon motion by Vice Chair Marie Straub, seconded by Chairman Rich Venskoske, the agenda was adopted as presented 2 – 0.

Upon motion by the Vice Chair, seconded by the Chairman, the minutes of the 11/08/2017 and 11/09/2017 meetings were approved as presented 2 – 0.

Review of the November 7, 2017 General and Special Elections was conducted as follows:

- (1) Election Day was discussed with several changes and new methods for future elections approved.
- (2) The Electoral Board reviewed the Officer of Election evaluations returned as of November 16, 2017 (7 precincts not yet returned). The evaluations returned were mainly very positive and most Chiefs wished to have the same team for future Election Days.

The Electoral Board began review of the Electoral Board and Voter Registrars 2018 – 2019 draft budgets presented by the Registrar.

At 6:34 pm, the Chairman moved that the Electoral Board go into closed session pursuant to Section 2.2 – 3711, A (1) of the Code of Virginia, 1950, as amended, for the discussion of personnel matters, specifically staff salaries, seconded by the Secretary.

At 6:56 pm, the Chairman moved that the Electoral Board come out of closed session and reconvene in open session, seconded by the Vice Chair.

The Chairman moved that to the best of each Electoral Board members knowledge that only personnel matters pursuant to Section 2.2 – 3711, A (1) of the Code of Virginia, 1950, as amended, specifically staff salaries were discussed, seconded by the Secretary.

A motion by the Secretary, seconded by the Vice Chair to change Assistant Registrar Diane Steliga's title to Deputy Registrar. Motion passed 3 – 0. A motion was made by the Secretary and seconded by the Vice Chair to accept both the 2018 – 2019 Electoral Board and 2018 – 2019 General Registrar budgets as presented. Motion passed 3 – 0. The Electoral Board agreed to review one-line item of the Electoral Board budget at a later date and time.

Under Registrar business the following topics were presented and discussed:

Provided information on the possible recount for the Member, School Board, Red Bud District, including information on possible number of voting machines, programming of the voting machines, officers of election needed, other possible recount expenses and the draft total cost of the recount.


Handed out information from Demtech, our laptop electronic poll book vendor. Our locality did not have any laptop issues on Election Day, since we continued to stay with the version of the laptop programming we have used for the last 3 years.

The next Electoral Board meeting date and time are to be determined. This is based on if the recount petition from the November 7, 2017 Election, for the Member, School Board, Red Bud District seat is filed by the deadline of 5:00 pm on Monday, November 20, 2017.

Jerry Zemlachenko, Secretary of the Electoral Board, tendered his resignation from the Board, effective December 31, 2017 as he is moving out of Virginia. The Board thanked him for his time and effort on behalf of the voters of Frederick County.

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 7:10 pm.


Acting Secretary

APPROVED:  Chairman

 Vice Chair

DATE: 