

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
March 6, 2019

The Frederick County Electoral Board met on Wednesday, March 6, 2019. Present were: Chairman Richard Venskoske, Vice Chair Marie Straub (by phone conference call), Secretary Tom Reed, Machine Tech Jim Ott, Deputy Registrar Diane Lockhart and Registrar Rick Miller.

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

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 2/05/2019 meeting was approved as presented 3 - 0.

Pursuant to 24.2-106 the Chairman asked the Frederick County Electoral Board to reorganize for the March 1, 2019 – February 28, 2020 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 – Tom Reed

The 2019 Frederick County Security Plan was presented to the Electoral Board. Upon motion by the Secretary, seconded by the Vice Chair, the Security Plan was approved as presented 3 – 0. The Registrar and all three Electoral Board members signed and dated the ELECT Security Plan Approval form, which will be sent to the Department of Elections.

Concerning the possible June 11, 2019 Democratic and Republican Primaries, the Registrar reported that the Department of Elections will notify all localities by April 3, 2019 where primaries will be held. The Democratic Party has called Primaries for the House of Delegates 10th District, 33rd District and State Senate 27th District. The Republican Party has called Primaries for the House of Delegates 29th District and State Senate 27th District. The Electoral Board discussed and approved or discussed the following items for the possible primaries on June 11, 2019:

- (1) Primary Budget – Tabled for next meeting
- (2) Number of Officers of Election – Tabled for next meeting - 206 available
- (3) Number of DS 200 and Express vote machines – 1 of each for 22 precincts
- (4) Number of thumb drives for programming – 52 and already sent to vendor
- (5) Number of laptops to be used as EPBs – 2 for each of 21 precincts
- (6) Number of paper ballots for absentee voting & precincts on Election Day – Tabled until next meeting
- (7) Primary Day activities – Tabled for next meeting
- (8) Canvass Day scheduled for Wednesday, June 12, 2019 starting at 12:00 noon
- (9) Logic and Accuracy Testing of voting machines for Central Absentee Precinct only - Tuesday, April 23, 2019, in the Registrar's Office at 9:00 am
Logic and Accuracy Testing of voting machines for regular precincts - Monday, June 3 and Tuesday, June 4, 2019, 9:00 am to 5:00 pm both days – All Tabled for next meeting

- (10) Training Date for Officers of Election – Frederick County Administration Building
107 N. Kent Street, Winchester, VA, from 5:00 to 8:30 pm both evenings
Wednesday, May 29, 2019 for Precincts 101 – 303
Thursday, May 30, 2019 for Precincts 401 - 603
Special Chief/Assistant Chief Training on Thursday, May 23 and Friday,
May 24, 2019 from 5:00 to 8:30 pm both evenings
Make-up Officer of Election Training on Thursday, June 4, 2019 from
5:00 to 8:30 pm – All Tabled until next meeting
- (11) Training for the Central Absentee Precinct (CAP) Officers of Election will be on
Saturday, June 8, 2019 at the Frederick County Administration Building, 107 N.
Kent Street, Winchester, VA from 10:00 am to 12:00 noon – Tabled until next
meeting
- (12) Printing Officer of Election training materials for manuals, Provisional Ballot and
Blank forms materials, CAP training materials and Statement of Results –
All Tabled until next meeting

Under Registrar business the following items were presented and discussed:

The Registrar dispersed a draft job description of the Director of Elections/General Registrar position to the Electoral Board to discuss and approve. The Electoral Board will submit suggestions and changes and asked the Registrar to complete a more definitive job description document.

An update on the 2019 Virginia General Assembly on election legislation bills. The bills discussed concerned reorganizing the State Board of Elections from 3 to 5 members (passed, on governor's desk), creating a Redistricting Commission comprised of lawmakers from both parties and private citizens (passed, must pass GA again and Virginia voters), in-person absentee voting (passed, on Governor's desk), moving the June primary date from the second Tuesday to the third Tuesday (failed) and making the November Election Day a school holiday (failed).

Both the General Registrar and Electoral Board 2019 – 2020 budgets have not been finalized by the county administration. The budgets must still be approved by the Board of Supervisors. The only part of the Registrar's budget that has been cut so far was the General Registrar's request for a salary and benefit supplements.

Ten (10) Large thumb drives – 16 gigs each, have been purchased to store the ballot images from each Primary or Election, per the Department of Elections mandate. This task has been completed for the November 2018 Elections using only 1 thumb drive, which is now securely stored by the Clerk of the Court.

A boundary adjustment between Frederick County and Warren County has been worked on by the two localities. This will affect a few voters from both Frederick and Warren who have been in the wrong locality. These voters will be notified once both localities agree to the boundary change.

Three James Wood High School students have been working on their service- learning project, which is to redo and update the 8 – 10 minute video used at the high schools for teaching the senior government classes and registering students to vote. This video will include voting demo paper ballots on one of our optical scan voting machines.

Four interviews will take place this Friday, March 8 for the part-time Assistant Registrar position.

The Electoral Board decided to set the next Electoral Board meeting for Thursday, April 4, 2019 at 5:00 pm in the Registrar's office. This meeting will start 30 minutes earlier than the normal starting time due to a board member having another meeting later that same evening. The Department of Elections will have notified all localities by Wednesday, April 3, 2019 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 the above tabled items that were not discussed at this meeting.

No other 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 6:12 p.m.

Respectfully submitted,



Tom Reed
Secretary

APPROVED:  _____ Chairman

 _____ Vice Chair

 _____ Secretary

DATE: 4/4/2019