

Final Minutes
Frederick County Electoral Board
Tuesday, December 22, 2020

The Board met on Tuesday, December 22, 2020. Those present were Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Tom Reed, and Registrar Rich Venskoske. Also attending Josh Janney, from The Winchester Star.

1. The meeting was called to order at 4:30 by Chairman Marie Straub.
2. On motion be Secretary Tom Reed and seconded by Vice-Chairman Craig Lambert the agenda was approved as printed.
3. On motion from Secretary Tom Reed and seconded by Vice-Chairman Craig Lambert the minutes for the October 10, 2020 Electoral Board meeting and the minutes from the November 3, 2020 Election Canvass were approved as printed.
4. Election results were reviewed and discussed.

a. Officers of Election evaluations had been received and will be used to determine those individuals asked to serve again. A new oath and Officer of Election Response to Notice of Appointment (ELECT -115(R) will be required for the next term. VA Election Law 24.2-115 requires the Electoral Board to meet the first week of February in the year which the terms of the Officers of Election are scheduled to expire shall appointment Officers of Election.

b. Election expenses for 2020 was defined in a three-page written report, which was provided by the Registrar for board review and discussion. A copy is attached as part of these minutes and was acknowledged by the board for consideration with future elections.

c. State CARES money of \$74,301.00 was also noted and addressed as being beneficial in funding two additional DS200 voting machines, additional Officers of Election, PPE, and necessary support of supplies.

5. The 2021/2022 budget has been prepared and submitted to finance for the coming year. A full-time staff addition was included and several anticipated costs regarding equipment mandated by the state.

6. A quotation has been received for ePollTAB Precinct Management System program that would replace the Advocate program that we currently use on our EPBs. DemTech, one of a few companies certificated by the state, will be contacted to schedule a demonstration of their program.

7. The Registrar share several items.

a. Individuals to serve as Officers of Election will be required to be appointed during the month of February, with a term starting March 1st.

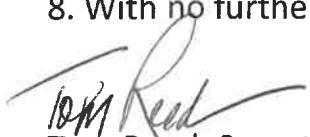
b. If passed by the VA GA, drop boxes at all precinct locations will be required on election day. Drop boxes would be required at any satellite locations and the Registrar's office during early voting. As well return postage for all mailed ballots.

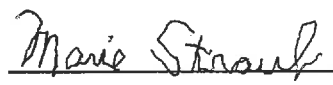


b. As noted under budget preparation, the need for a Full-time Assistant Registrar is critical going forward with county growth and greater election preparations.

c. The additional space needed for the Registrar's office remains an item of review with the county. A possible site relocation has been seriously discussed in the Sunnyside property location. At present no confirmation has been received nor accepted. A site review is scheduled for January 7, 2021, at 1:00pm.

d. The next meeting is scheduled for February 2, 2021 at 4:30 pm

8. With no further business the meeting adjourned at 5:30 pm.


Tom Reed, Secretary

 Chairman
 Vice-Chairman
 Secretary

November General Election 2020

| COVID Expense | Item | COVID? | Election Expense | |
|---------------|--------------------------------------|--------|------------------|---|
| 439.99 | Painters Tape | Yes | | |
| | #3 & #6 Boxes | No | 171.96 | |
| | NEEV Signs | No | 113.83 | |
| | Mailing Election Media | No | 11.67 | |
| | Labels | No | 107.98 | |
| 11,960.00 | DS200 | Yes | | |
| 216.00 | Plexi-Glass | Yes | | |
| 420.00 | Blue Bins | Yes | | |
| | Office Supplies | No | 83.01 | |
| | #10 Envelopes | No | 29.49 | |
| | Index Cards | No | 21.38 | |
| 840.00 | ES&S USB Thumbdrives | Yes | | |
| 148.13 | Envelopes - Mailing AB Applications | Yes | | |
| | Voter Entry Cards | No | 298.00 | |
| 2,257.20 | AB envelopes - purchased 5/8/20 | Yes | 250.80 | \$5,016 for 20,000 sets 1/2 mailed Nov |
| | Security Seals | No | 86.00 | |
| 10,427.50 | Office Assistants | Yes | | |
| | Satellite Office Assistants | No | 13,751.25 | |
| | Satellite OOE's | No | 26,547.98 | |
| 8849.33 | Satellite OOE Santizers | Yes | | |
| 9,602.50 | Election Day OOE Santizers | Yes | | |
| | Election Day OOE's | No | 28,807.50 | |
| 3,705.00 | Assist Registrar Overtime | Yes | | |
| 6,183.00 | Deputy Registrar Overtime | Yes | | |
| | Replace old Flashlight 22 PCTs | No | 99.36 | |
| | Security Cameras for Satellite | No | 3,453.18 | |
| | Ballots - 1st shipment | No | 16,845.74 | |
| 839.90 | #1 Address labels for Mailed Ballots | Yes | | |
| 12.59 | Garbage Bags | Yes | | |
| 152.28 | Correction Tape for Mailed Ballots | Yes | | |
| | Batteries for Flashlights | No | 65.32 | |
| 813.13 | Copier Upgrade | Yes | 2,000.00 | 30% |
| | Office supplies | No | 121.17 | |
| | Wire cutters | No | 23.83 | |
| | Tables and Chairs | No | 950.03 | |
| | Keys for Satellite | No | 8.40 | |
| | Satellite Cleaning supplies | No | 56.89 | |
| | Comcast Internet at Satellite | no | 1,010.00 | |
| | Firewall Equip for Sunnyside | No | 5,737.21 | |

| Diane O/T | | Olivia O/T | | Donna O/T | |
|-------------------------|------------------|------------------|------------------|----------------------|-------------|
| 8/2 - 8/29 | 31.5 | 8/26-9/5 | 12 | | |
| 8/30-9/26 | 98.5 | 9/5-9/19 | 42.5 | 9/5-9/19 | 14 |
| 9/27-10/24 | 76 | 9/20-10/3 | 53 | 9/20-10/3 | 13 |
| 10/24-11/4 | 43.5 | 10/4-17 | 31 | 10/4-17 | 3.5 |
| | | 10/18-31 | 41 | 10/18-31 | 24.5 |
| | | 11/1-14 | 10.5 | | |
| \$6,183 | 249.5 | \$3,705 | 190 | \$825 | 55 |
| | | | | | |
| | | | | | |
| Cheryl O/T | | Ashley O/T | | Total O/T | \$12,696.75 |
| | | 9/20-10/3 | 12.5 | | |
| 9/5-9/19 | 0 | 10/4-10/17 | 3 | | |
| 9/20-10/3 | 0 | 10/18-10/31 | 27.5 | | |
| 10/4-17 | 5.5 | \$967.50 | 43 | | |
| 10/18-31 | 0 | Alice O/T | | | |
| | | 9/20-10/3 | 11.5 | | |
| | | 10/4-10/17 | 2.5 | | |
| \$82.50 | 5.5 | 10/18-10/31 | 27.5 | | |
| | | 933.75 | 41.5 | | |
| | | | | | |
| CAP | Rate | Hours | Pay | | |
| Tom | 12 | 77.5 | 930 | | |
| Bill | 11 | 84.5 | 929.5 | | |
| Patricia | 10 | 75.5 | 755 | | |
| Guss | 10 | 13.5 | 135 | | |
| Emma | 10 | 18 | 180 | | |
| Dennis | 10 | 11 | 110 | | |
| Janet | 10 | 11 | 110 | | |
| Steve | 10 | 9.5 | 95 | | |
| | | | | | |
| | | 300.5 | 3,244.50 | | |
| | | | | | |
| Stuffing ballots | | Ballots | 21,025.11 | | |
| 9/5-9/19 | 12,963.75 | | | | |
| | | Satellite | 73,123.37 | NEEV Expenses | |
| Stephens City | \$2,615 | | | | |
| Middletown | \$2,615 | pd 12/14/20 | | | |
| | | | | | |