



## FREDERICK COUNTY ELECTORAL BOARD

Marie Straub

Chairman

Craig Lambert

Vice-Chairman

Tom Reed

Secretary

107 N. Kent Street, Suite 102, Winchester, VA

22601-5039

### Final Minutes Frederick County Electoral Board Wednesday, April 7, 2021

The Frederick County Electoral Board met on Wednesday, April 7, 2021. Those present were Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Tom Reed, and Registrar Rich Venskoske.

- 1) The meeting was called to order at 4:30 pm by Chairman Straub.
- 2) On motion from Secretary Reed and seconded by Vice-Chairman Lambert, the agenda was approved as printed.
- 3) On Motion from Secretary Reed and seconded by Vice-Chairman Lambert, the minutes from the March 9, 2021 meeting were approved as printed.
- 4) Other business:

a) ePollTAB update - The Registrar had met with DemTech representative Mike Brown, our EPB software provider, to review and discuss options regarding our poll books and the data requirements. An onsite training is planned for the near future.

b) The Registrar met with the Public Works Committee and discussed the possibility of moving the Office of Elections to the county owned Sunnyside Plaza. A \$50,000 supplemental appropriation was approved to perform a design and create a bid package. Estimated costs of up to \$400,000 to relocate the Office of Elections.

c) As required by state relations, two Ballot Drop box containers have been ordered. One will be placed in the lobby of County Administration building and the second will be placed at the satellite office, when in use for early voting.

d) Current poll workers needs and evaluations from previous elections are being used to determine the need and poll workers for this election. Poll worker appointment letters and training dates are being planned, with revision on various envelope usage, box labels, new USB thumb drives, and rewritten guidelines. A

training guide for the ePollTAB EPB software is being shared from other localities and will need to be modified to fit our needs.

5) Registrar Business

- a) The June Democratic Party primary Election was reviewed including the following:
  - 1. Ballot needs – 30 to 35% are to be ordered, with an estimate of around 23,000 for Vote-by-Mail, Early In-person voting and Election day.
  - 2. June Primary poll worker training is scheduled for Tuesday, May 25, Thursday, May 27, and Friday, May 28. All training will be 5:00 pm to approximately 8:00 pm.
  - 3. Requested funding to the Finance Committee for poll workers has been made in the initial amount of \$25,000. Additional funding may be requested, if needed.
- b) The L&A on our voting equipment is scheduled on April 20th for CAP and June 1st and June 2nd (if needed) for all precincts.
- c) Signs reserving parking and providing information to voters who wish to curbside vote, have been ordered and will be provided to each precinct and one for outside the Registrar's office.
- 6) The next Electoral Board meeting is scheduled for Wednesday, May 12, 2021.

Respectfully,

Tom Reed, Secretary

 Chairman

 Vice-Chairman

 Secretary