



## FREDERICK COUNTY ELECTORAL BOARD

Craig Lambert

Kay Dawson

Lynnette Embree

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

Chairman

Vice-Chairman

Secretary

22601-5039

### Final Minutes

#### Frederick County Electoral Board

Thursday, January 12, 2023

The Frederick County Electoral Board met on Thursday, January 12, 2023. Those present were Electoral Board members Craig Lambert, Kathleen Dawson, and Lynnette Embree, Registrar Rich Venskoske, Senior Deputy Registrar Diane Lockhart, Deputy Registrar Estalita Obert and guests Sherry Long, Charla Quimby, Mary Strenko, and Rodney Wine.

- 1.) The meeting was called to order at 4:30 p.m. by Craig Lambert.
- 2.) A motion to adopt the agenda as printed was made by Lynnette Embree, seconded by Kathleen Dawson, and unanimously approved.
- 3.) Lynnette Embree nominated Craig Lambert to be Chairman of the Frederick County Electoral Board. Kathleen Dawson seconded the motion. The motion passed unanimously.
- 4.) Kathleen Dawson nominated Lynnette Embree to be Secretary of the Frederick County Electoral Board. Chairman Craig Lambert seconded the motion. The motion passed unanimously.
- 5.) A motion to approve the minutes of the November 18, 2022, Electoral Board meeting was made by Secretary Lynnette Embree, seconded by Vice Chairman Kathleen Dawson, and unanimously approved.
- 6.) A list of Officers of Election was given to each Electoral Board member. The list was perused to determine which Officers of Election would be appointed for the 2023 election cycle. An email to the chairs of each of the local parties will be sent requesting appointment of those Officers that will represent each party in the 2023 elections.
- 7.) Old Business:
  - a. Registrar Venskoske shared the final costs for the November 8, 2022, general election.
  - b. Registrar Venskoske shared the budgets that were submitted to the Finance Department for both the Electoral Board and the Registrar's Office for the 2023/2024 budget year.

- c. A brief update on the new Sunnyside location was given. According to the contractor, the deadline for completion is March 29, 2023.
- d. The Registrar's Office sent a survey to the Officers of Election of the November 8, 2022, General Election. One hundred sixty-eight (168) surveys were sent. As of this date, thirty-three (33) responses have been received.

8.) New Business:

- a. The Virginia Electoral Board Association (VEBA) will hold a boot camp for new and re-appointed members on Saturday, February 4, 2023, in Caroline County.
- b. A discussion was held on hiring a third-party vendor to process the initial batch of Absentee Ballots for the Fall 2023 General Election and possibility all of the 2024 elections. Further information and pricing are to be gathered and presented later.
- c. A motion to approve the purchase of new Civix EPB equipment (a Merlin and two licenses - EPollTab software) and shipping for a total of \$1,563.00 was made by Secretary Lynnette Embree, seconded by Vice Chairman Kathleen Dawson, and unanimously approved.


9.) Registrar Business:


- a. A brief discussion about the use of schools for future elections was had.
- b. The ExpressVote machine that was dropped on November 8, 2022, was sent for repair. Mr. James Ott, machine technician, tested the machine and it was not fixed properly. The machine has been sent for repair again. The cost of the first repair was \$332.51.
- c. Registrar Venskoske announced that the Commonwealth Department of Elections had ended their contract with Integra on December 31, 2022. The Registrar said this program was very helpful with the election process in Frederick County. Secretary Lynnette Embree made a motion for the Registrar to pursue the use of Integra for Frederick County and to look for possible funding sources for this program. Vice Chairman Kathleen Dawson seconded the motion. The motion was approved unanimously.
- d. During the Frederick County Board of Supervisors meeting on Wednesday, January 11, 2023, the Board decided to hold a special election on Tuesday, April 11, 2023, for the Gainesboro Supervisor's position. Mr. Douglas McCarthy has announced his resignation from the Board of Supervisors effective January 20, 2023.


- e. Registrar Venskoske briefly discussed the LESS (Locality Election Security Standards) program.
- 10.) The next meeting of the Frederick County Electoral Board will be Tuesday, February 7, 2023.
- 11.) Chairman Craig Lambert adjourned the meeting at 6:11 p.m.

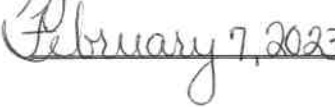
Respectfully submitted,

Lynnette Embree, Secretary

  
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Chairman

  
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Vice-Chairman

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date