



FREDERICK COUNTY ELECTORAL BOARD

Craig Lambert

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

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

22601-5039

Final Minutes

Frederick County Electoral Board

Tuesday, February 7, 2023

The Frederick County Electoral Board met on Tuesday, February 7, 2023. Those present were Chairman Craig Lambert, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, Registrar Rich Venskoske, Senior Deputy Registrar Diane Lockhart, and guest Sherry Long.


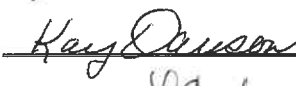
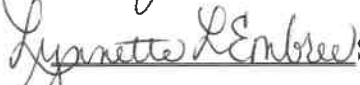
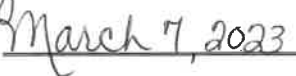
- 1.) The meeting was called to order at 4:31 p.m. by Chairman Craig Lambert.
- 2.) A motion to adopt the agenda was made by Kay Dawson, seconded by Lynnette Embree, and unanimously approved.
- 3.) A motion to approve the minutes from the January 12, 2023, and the January 26, 2023, was made by Kay Dawson, seconded by Lynnette Embree, and unanimously approved.
- 4.) A motion to move into closed session to discuss personnel matters was made by Kay Dawson, seconded by Lynnette Embree, and unanimously approved.
- 5.) The members of the Electoral Board and the Registrar agreed that the only matter discussed in closed session was the personnel matters upon returning to open session.
- 6.) A motion to take duplicate Republican names from the Democrat list, leave three names unaffiliated and remove one Democrat name from Republican list of Officers of Election was made by Kay Dawson, seconded by Lynnette Embree, and passed unanimously.
- 7.) Old Business:
 - a. Registrar Venskoske stated that an additional Merlin and two laptops have been received and will be made available exclusively for training purposes.
 - b. Mr. Jim Ott and Registrar Venskoske will attend a meeting in Warren County with CIVIX/DemTech on February 27, 2023.
 - c. The LESS (Locality Election Security Standards) survey needs to be completed by March 1, 2023. Registrar Venskoske will get with the IT department to complete this survey.
- 8.) New Business:
 - a. All Officers of Election are now required to be Frederick County employees. Letters will be sent to the Officers of Election notifying them of the need to complete the proper paperwork for Frederick County's HR department. These letters will be mailed in batches, which will start on February 8, 2023.

9.) Registrar Business:

- a. A special election will be held on April 11, 2023, to fill the vacated spot for the Gainesboro District Board of Supervisors. The Republican Party will hold a canvass to choose between Heather Lockridge and Joe Crane. Mr. Kevin Kenney has completed all paperwork to run as an Independent Candidate.
 - b. There will be a Special Election in Middletown as part of the November General Election. This Special Election is to elect two councilors to complete the terms of the two that resigned after the November 2022 Election.
 - c. Registrar Venskoske stated that he will be asking the Finance Committee for approximately \$21,000, for the Special Election on April 11, 2023.
 - d. The Electoral Board agreed to order 5,125 ballots for the Special Election on April 11, 2023. This represents approximately fifty percent (50%) of the voters in that district.
 - e. Approximately 605 voters have been removed from Frederick County's voter database, according to the State Board of Elections.
 - f. Registrar Venskoske gave the Electoral Board an update on the progress being made at the new Sunnyside office.
- 10). The next meeting of the Frederick County Electoral Board will be Tuesday, March 7, 2023.
- 11). Vice-Chairman Kay Dawson made a motion to adjourn the meeting. Lynnette Embree seconded the motion. The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Lynnette Embree, Secretary

 Chairman
 Vice-Chairman
 Secretary
 Date