



FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

107 North Kent Street, Suite 102, Winchester, VA 22601

Final Minutes Frederick County Electoral Board Monday, June 12, 2023

The Frederick County Electoral Board met on Monday, June 12, 2023. Those present were Chairman Mary Strenko, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, and Registrar Rich Venskoske.

Guests included: Sherry Long.

- 1.) The meeting was called to order at 8:31 a.m. by Chairman Mary Strenko.
- 2.) A motion to adopt the agenda with an additional closed session included was made by Secretary Lynnette Embree, seconded by Chairman Mary Strenko, and was approved by a 2-1 vote.
- 3.) A motion to approve the minutes from June 1, 2023, was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
- 4.) Old Business:
 - A. Election Training –
 - a. Vice-Chairman Kay Dawson made a motion for the Electoral Board to update the Chiefs and Officers of Election manuals. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.
 - b. One officer of election is scheduled for make-up training today and twelve officers of election are scheduled for make-up training on June 16, 2023.
 - B. Election Day Schedule -
 - a. Secretary Lynnette Embree offered to divide up the twenty-nine precincts, so each member of the Electoral Board visits the precincts closest to their residence.

C. Sunnyside Location --

- a. The relocation of the exterior HVAC equipment is to begin on June 7th and be completed by June 20th. Final inspection is scheduled for the week of June 26, 2023.
- b. As a result of the relocation of the Registrar's Office, an ordinance change will go before the Board of Supervisors for approval on June 14, 2023.

D. FCRC Proxy --

- a. Chairman Mary Strenko will consult with the Frederick County attorney with regards to the validity of a proxy letter from the Chairman of the Frederick County Republican Committee.

5. New Business:

- b. Voter precinct cards were mailed to approximately 9,000 voters at an approximate cost of \$5,000 to notify them of the change in voting locations for the June 20, 2023, Republican Party Primary due to construction at several schools.
- c. Registrar Venskoske will put up signs at each of the schools under construction with information on the new, temporary polling location.
- d. Registrar Venskoske gave the Electoral Board information on the various ways the voters have been notified of precinct changes for the June 20, 2023, Republican Primary. These notices include Facebook, the Frederick County website, radio, and newspaper ads.
- e. A motion was made by Vice-Chairman Kay Dawson for the Registrar to send a notice to all Officers of Election, prior to each election, requesting a response to their availability to work that election. A second motion was made to postpone a vote on this until the August Electoral Board meeting was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and approved unanimously.

6. Registrar Business:

- a. Registrar Venskoske showed the Electoral Board two designs for a pin he would like to purchase and give to Officers of Election for the November 2024 presidential election.

7. Citizen Comment:

The Electoral Board heard comment from Ms. Sherry Long.

8. A motion to move into closed session to discuss the evaluation of the Registrar was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
9. A motion to come out of closed session was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and passed unanimously. The evaluation of the Registrar was the only item discussed in closed session.
10. A motion to move into closed session to discuss the reappointment of the Registrar was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
11. A motion to come out of closed session was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
12. Secretary Lynnette Embree made a motion that the only item discussed in closed session was the reappointment of the Registrar. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
13. A motion to reappoint Registrar Venskoske was made by Secretary Lynnette Embree, seconded by Chairman Mary Strenko. The motion to reappoint Registrar Venskoske passed on a vote of 2-1.
14. Secretary Lynnette Embree made a motion to move into closed session to discuss Electoral Board matters. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
15. Vice-Chairman Kay Dawson made a motion come out of closed session. Secretary Lynnette Embree seconded the motion. The motion passed unanimously.
16. Secretary Lynnette Embree made a motion that the only matter discussed in closed session was related to Electoral Board matters. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.
17. Logic and Accuracy (L&A) Testing is scheduled for Tuesday, June 13; Wednesday, June 14 and, if needed, Thursday, June 15. Vice-Chairman Kay Dawson will oversee L&A testing on Tuesday. Chairman Mary Strenko will oversee L&A testing on Wednesday with Secretary Lynnette Embree overseeing L&A testing on Thursday, if needed.

18. The next meeting of the Frederick County Electoral Board will be Wednesday, June 21, 2023, at 12:00 p.m. to canvass the June 20th Republican Party Primary.
19. A motion to adjourn was made by Vice-Chairman Kay Dawson and seconded by Secretary Lynnette Embree and passed unanimously. The meeting adjourned at 11:31 a.m.

Respectfully submitted,

Lynnette Embree, Secretary

_____ Chairman

_____ Vice-Chairman

_____ Secretary

_____ Date