



FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

343 Sunnyside Plaza Drive, Winchester, Virginia

22603

Final Minutes

Frederick County Electoral Board

Monday, August 12, 2024

The Frederick County Electoral Board met on Monday, August 12, 2024. Those present were Chairman Mary Strenko, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, Registrar Rich Venskoske, Senior Deputy Registrar Diane Lockhart and Deputy Registrar Elaine Lassiter.

Guests: Nanci Bowers, Sherry Long, Christy Scarborough (a.k.a Good Citizen) Delores Stottlemeyer, Glenn White and Rodney Wine.

- 1.) Chairman Mary Strenko called the meeting to order at 8:30 a.m.
- 2.) A motion to adopt the agenda was made by Vice-Chairman Kay Dawson and seconded by Secretary Lynnette Embree. The motion passed unanimously.
- 3.) A motion to amend the agenda to read "Approve Minutes from July 8, 2024" was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson and passed unanimously.
- 4.) A motion to approve the minutes from July 8, 2024, was made by Vice-Chair Kay Dawson and seconded by Secretary Lynnette Embree. The motion passed unanimously.
- 5.) Old Business:
 - a. There are four teams working on updating the Office of Election manuals. Printing will be done at Staples. Deputy Registrar Elaine Lassiter asked each Electoral Board member to help with one team on proofreading the draft manual before it is printed. Training for Officers of Election for the November 2024 General Election will occur on Saturday, October 19, 2024, at the Round Hill Fire and Events Center from 10:00 a.m. to 3:00 p.m.
 - b. Deputy Registrar Lassiter informed the Electoral Board that the pizza party scheduled for Chiefs and Assistant Chiefs on Wednesday, August 14, was cancelled due to a low number of respondents.
- 6.) New Business:
 - a. Registrar Venskoske and Chairman Strenko will visit all the precincts to be sure they meet ADA requirements, which are due to the Department of Elections by August 31, 2024.

- b. Early voting begins on September 20, 2024.
- c. Secretary Lynnette Embree made a motion to order 70% of each precinct's total voter number in flat ballots and 10% in folded ballots for ballots that are mailed after the initial batch has been sent. Vice-Chairman Kay Dawson seconded the motion, and the motion passed unanimously.
- d. The Security Plan for the Frederick County Office of Elections is due to Elect by September 1, 2024.
- e. Registrar Venskoske shared two quotes for third-party absentee ballots to be mailed for the November 2024 General Election. One is Fort Orange and the other is PrintElect.
- f. There will be a Risk-Limited Audit (RLA) after the November 2024 General Election. Registrar Venskoske would like to do a trial run the first part of October.

7.) Registrar Business:

- a. Training for the November 2024 General Election will be held on Saturday, October 19, 2024, at the Round Hill Fire and Event Center from 10:00 a.m. to 3:00 p.m. Pages for the November 2024 General Election was also discussed with follow-up with the Frederick County Public School system needed.
- b. Registrar Venskoske has met with the Department of Homeland Security as well as Emergency Management to discuss an evaluation of the site and creating a plan for emergencies. There was also discussion of Frederick County Fire & Rescue using an office at 341 Sunnyside Plaza Drive after November 1, 2024, as their space at the Winchester Medical Center will no longer be available. This office will be completely separated from the rest of the space and only available to Fire & Rescue. Fire and Rescue would help by providing additional cameras and security upgrades. Because the Sunnyside Plaza Drive facility is a Frederick County building, Frederick County Administration has the final words on this arrangement.
- c. Registrar Venskoske has completed the Early Voting Officer of Election schedule.
- d. A handout showing the steps involved for a mail-in ballot was shown to the Electoral Board.
- e. The 2025-2026 proposed budget is due to the Finance Department by November 30, 2024.
- f. Registrar Venskoske gave the Electoral Board members a copy of the Executive Order signed by Governor Glenn Youngkin pertaining to election security protecting legal voters and accurate counting.

- g. To more efficiently handle absentee ballots that are received at the precincts on election day, Vice-Chairman Kay Dawson made a motion to order thirty bags specifically made for absentee ballots for each precinct. Secretary Lynnette Embree seconded the motion, and the motion passed unanimously.

8.) Citizen Comment:

- a. Registrar Venskoste and the Electoral Board heard comments from Nanci Bowers, Sherry Long, Christy Scarborough (a.k.a Good Citizen), Delores Stottlemeyer, Glenn White and Rodney Wine.

9.) A motion to move into closed session for the purpose of approving new Officer of Election applications was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson and passed unanimously.

10.) Vice-Chairman Kay Dawson made a motion to come out of closed session. Secretary Lynnette Embree seconded the motion and the motion pass unanimously.

11.) Vice-Chairman Kay Dawson made a motion to approve forty-one Officer of Election applications. Secretary Lynnette Embree seconded the motion. The motion passed unanimously.

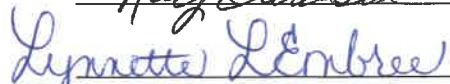
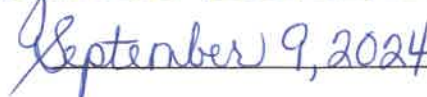
12.) A motion to adjourn was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree and passed unanimously. The meeting adjourned at 10:46 a.m.

13.) The next meeting of the Frederick County Electoral Board is scheduled for Monday, September 9, 2024, at 8:30 a.m.

Respectfully,



Lynnette Embree, Secretary

 Chairman Vice-Chairman Secretary Date