

**FINAL MINUTES**  
FREDERICK COUNTY ELECTORAL BOARD  
June 23, 2016

The Frederick County Electoral Board met on Thursday, June 23, 2016. Present were: Chairman Richard Venskoske, Vice-Chair Marie Straub, Secretary Jerry Zemlachenko and Registrar Rick Miller.




1. The Chairman called the meeting to order at 5:30 p.m.
2. Upon motion by the Vice-Chair, seconded by the Secretary, the agenda was adopted as presented 3 - 0.
3. Upon motion by the Secretary, seconded by the Vice-Chair, the minutes of the 4/14/2016 meeting were approved as presented 2 - 0.
4. Under Preparation work for the November 8, 2016 General and Special Elections, the Registrar reported on the following:
  1. Number of Registered Voters as of 6/23/2016 – 54,029 with the number to increase to approximately 56,000 for the Elections.
  2. There will be a total of seven races and two constitutional amendments on the November 8, 2016 ballots. For the Local races in the General Election, there is 1 qualified candidate for the Mayor of Middletown, 6 qualified candidates for the 3 Town Council seats in Middletown and 4 qualified candidates for the 3 Town Council seats in Stephens City. At this time there are no qualified candidates for the two Special Elections, Member, Board of Supervisors, Stonewall District and Member, School Board, Shawnee District. The filing deadline for the two Special Elections is August 19, 2016 by 5:00 pm.
  3. The Registrar reported on the number of ballots to order for Absentee Voting and for Emergency needs. The Boards agreed with the Registrar's number of 7 styles of ballots to order as 12,970 and approved 3 – 0.
  4. As of today the Registrar has 194 Officers of Election available for the November Elections with a goal to have 260 – 66 more by late August 2016 when the Electoral Board will choose the Officers for the November 2016 Elections.
5. L & A Testing for the November Elections will be on Tuesday, October 25 and Wednesday, October 26, 2016 starting at 9:00 am both days.
6. Officer of Election Training date is Saturday, October 29, 2016 at the Frederick County Public Safety Building with morning and afternoon sessions. Training assignments will be made closer to training day. Officer of Election training materials will continue to be updated and ready well before the training day. Makeup training will be scheduled on Thursday, November 3, 2015 at 5:30 pm in the Registrar's office. The laptop lab will be set up the week after the October 29<sup>th</sup> training day.

7. Internal run through training session date and time – Tabled
8. Delivery of voting machines and set up for EPBs – Tabled
9. Election Day Schedule – Tabled
10. Election Canvas – set for Wednesday, November 9, 2016 with 12:00 noon start in the Registrar's Office.
11. Chairman Venskoske made a motion *to close the meeting for the purpose of discussing a Personnel Matter in accordance with Virginia election law § 24.2-109.1 and as authorized by § 2.2-3711(A)(1) of the Code of Virginia.* Vice-Chair Straub seconded the motion and the board unanimously carried the motion at 6:03 pm. The Chairman asked the Vice-Chair, Secretary and General Registrar to remain during the closed session. At 6:18 pm. Chairman Venskoske moved to reconvene in open session and a roll call vote was taken as required by § 2.2-3711(D) of the Code of Virginia, unanimously certifying that during the closed session *(i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was concerned were heard, discussed or considered.* Vice-Chair Straub seconded the motion and the Board unanimously approved the motion with a roll call vote at 6:19 pm. A motion was made by the Vice-Chair, seconded by the Chairman to pay Jim Ott, Machine Technician a flat fee of \$ 250.00, plus room and board (subject to Frederick County per diem meal rules) for attending the State Board of Elections Annual Election Training in Richmond, VA on Monday, June 27 through Thursday, June 30, 2016. The Board approved the motion 3 – 0.
12. Under Registrar business the Registrar reported on the following:
  1. Round Hill Fire Event Center will be occupied on July 1, 2016. Once notified of this (should be July 5) we will change the FC website polling place map function.
  2. ADA report on all Frederick County precincts.
  3. Draft letter to respond to disAbility Law Center of Virginia or State Board of Elections on ADA study conducted on March 1, 2016 during Presidential Primaries.
  4. Officer of Election Recruitment – Homeowner's Associations newsletters, Winchester Star article, Winchester Star Community Bulletin Board in Saturday's papers.

5. Officer of Election – Chief and Assistant Chief special additional training – room reserved and room layout has been figured. The Registrar and Machine Tech will work on creating the notice to the Chiefs and Assistant Chiefs.
6. EB/GR Budgets 2016 – 2017  
 EB budget cut \$ 7,000 from repair and maintenance of equipment – total \$ 7,000  
 GR budget cuts \$ 500 from advertising & \$ 500 from postage and telephone – total \$ 1000
7. Lawsuits that could affect November 2016 Elections  
 Democratic Party of Virginia lawsuit on Voter Photo ID – lost and are appealing  
 Republican Party of Virginia lawsuit on Congressional Redistricting – lost, not sure if appealing  
 Republican Party of Virginia lawsuit on House of Delegates Redistricting – in progress  
 Republican Party of Virginia lawsuit on Felony restoration of voting rights for 206,000 Felons – to be heard in court on July 19
8. The new Optical Scan voting machine purchase for the Central Absentee Precinct has been approved by the County Administrator. The machine will be delivered at the same time that annual warranty maintenance will be performed on our voting machines.
13. The next Electoral Board meeting is scheduled for Tuesday, July 19, 2016 at 5:30 pm in the Voter Registrar's office.
14. No other business was presented to the Board.

BEING NO FURTHER BUSINESS, a motion was made by the Secretary, seconded by the Vice Chair that the meeting be adjourned. Motion passed 3 – 0. The meeting adjourned at 7:01 p.m.

  
 Jerry Zemplachenko  
 Secretary

APPROVED:  Chairman  
 Vice Chair  
 Secretary

DATE: 7/19/16