

FINAL MINUTES

FREDERICK COUNTY ELECTORAL BOARD

July 19, 2016

The Frederick County Electoral Board met on Tuesday, July 19, 2016. Present were Chairman Richard Venskoske, Vice-Chair Marie Straub, Secretary Jerry Zemplachenko, Machine Technician Jim Ott and Registrar Rick Miller.

The Chairman called the meeting to order at 5:30 pm. Upon motion by Vice-Chair Marie Straub, seconded by Secretary Jerry Zemplachenko, the agenda was adopted as presented 3 – 0.

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 6/23/2016 meeting were approved as presented 3 – 0.

Planning for the November 8, 2016 General and Special Election was done as follows:

1. Number of Officers of Election (OE) – need approximately 260 for Election Day work, with 216 signed up and still need 44 more to get to 260 to have adequate backup. Various new methods being used for OE recruitment include Homeowners Association (HOA) newsletters, Top of Virginia Chamber of Commerce email newsletters, Winchester Star Community Bulletin Board and recruiting through the local political parties.
2. Registrar is to send the election media to be used for the November 8, 2016 elections as soon as possible – PEBs, M-100 PCIA cards and DS 200 cards with extra PEBs for backup.
3. Number of ballots to order for absentee voting, precinct and emergency backup approved by the Electoral Board at the June 23, 2016 meeting was amended due to Virginia Department of Elections recommendation of having 30% emergency backup supply. The Electoral Board voted unanimously to increase the number of emergency ballots from 10% to 20%.
4. Training assignments for OE training were determines as:
 - a. Chairman – Voting machines and EPBs
 - b. Vice Chair – SORs and envelopes
 - c. Secretary – Voter sensitivity
 - d. Registrar – Qualifying voters, SORs and envelopes
 - e. Machine Technician – Voting machines and EPBs
 - f. Registrar/Secretary – OE materials – what ifs, EDGs, Provisionals, CAP, SORs, etc.
5. Training date for the Central Absentee Precinct OEs was set for November 2, 2016 at 5:30 pm in the Registrar's office.
6. Internal run-through of OE training materials was set for Thursday, October 20, 2016 at 5:00 pm in the Registrar's office.
7. Delivery of voting machines and equipment will be on Monday, November 7, 2016. Packing all precinct bags and set up of EPBs will be on Sunday, November 6, 2016.

8. Election Day schedule was tabled until a later meeting.
9. November election review was tabled until a later meeting.
10. The next meeting of the Electoral board will be Thursday, August 25, 2016 at 5:30 pm in the Registrar's office. The main topic of the meeting will be the appointment of OEs for the November 8, 2016 elections.
11. Under the Registrar's business, the following topics were discussed:
 - a. Round Hill Fire Event Center (RH FEC) was occupied on July 1, 2016. Updated the FC website polling place map function for the Russells Precinct voters to the new RH FEC. The Gore Precinct is the only precinct with an ADA issue.
 - b. Annual warranty maintenance was performed on July 18-19, 2016 on all of Frederick County's 128 DRE voting machines, one M100 and one Automark. The new DS 200 voting machine was delivered and acceptance testing done on July 19, 2016.
 - c. Responded to the State Board of Elections on new proposed ADA requirements for allowing the Disability Law Center to conduct disability studies on or before Election Day on state website.
 - d. Voter Registration Office security – the Registrar's office has asked Frederick County Administration to install 3 security buttons with direct link to the same security service as the Commissioner of Revenue and Treasurer offices have. County Administration indicated that there are no plans to install any security buttons at this time. A discussion by the Electoral Board followed, with a motion made by the Vice-Chair and seconded by the Secretary to request County Administration to install 3 security buttons in the Voter Registrar's office and to provide for a Frederick County Sheriff's Deputy to be in the Voter Registrar's office all of election day, Tuesday, November 8, 2016. The Registrar will send the request to County Administration.
 - e. Update the November 2016 election calendar and passed out copies to all Electoral Board members and the Machine Technician. The Registrar will also email a copy to each.
 - f. Virginia Electoral Board Association (VEBA) Regional Meeting will take place on Wednesday, September 14, 2016 in Manassas, VA. Location and time to be determined and information emailed to all EB members. Registrars are also invited to this meeting.
 - g. Voter Registration website has been updated to show on home page – "What is on my ballot?" – as per the presentation made at State Board of Elections (SBE) training. Website also updated to have new page listed as "Electoral Board Agendas and Minutes" to show agendas, draft minutes and final minutes after EB approval.
 - h. For the OE Chief and Assistant Chief special additional training, the room, dates and times have been reserved. The draft letter to be sent to all Chiefs and Assistant Chiefs was handed out, discussed and approved.
 - i. The Registrar has not received any word on our CIP for replacing the voting machines. The EB instructed the Registrar to inquire to the County Administrator what the status of our request for new voting equipment.
 - j. Lawsuits that could affect the November 8, 2016 elections:

- i. Republican Party of Virginia lawsuit on Gov. McAuliffe's felony restoration of voting rights for 206,000 felons. Arguments before the Virginia Supreme Court were heard today.
 - ii. Democratic Party of Virginia lawsuit on voter photo ID – lost and are appealing
 - iii. Republican Party of Virginia lawsuit on Congressional Redistricting – lost, not sure if appealing
 - iv. Republican Party of Virginia lawsuit on House of Delegates redistricting – in progress
 - k. Notes from the Department of Election training on June 28-30, 2016 for the November elections:
 - i. ELECT will be sending out "Election Day Guidelines" and other election materials as soon as possible to all localities
 - ii. Voters can use cell phones in precincts, which means we will have to remove our notices from our precinct white boards
 - iii. Voters can now give name and address orally or written on paper. Officer of Election will still have to repeat back to voter orally.
 - l. Other November election ideas were discussed including:
 - i. Posting results in our office with a large screen in the outer office, as the Registrar inputs the unofficial results in his office. Electoral Board said to work on logistics of this idea.
 - ii. Train some alternate Officers of Elections as regular training and pay them for training even if not called to work on Election Day. Electoral Board approved.
 - iii. Put emergency phone numbers in Chief's and Assistant Chief's training manuals. Electoral Board approved putting 911 reminders in manuals.
 - iv. Put provisional and blank form instruction sheets and examples in Chief's and Assistant Chief's training manuals. Electoral Board approved.
12. Chairman Venskoste made a motion to close the meeting for the purpose of completing the General Registrar Annual Review in accordance with Virginia Election Law 24.2-109.1 and as authorized by 2.2-33711(A)(1) of the Code of Virginia. Vice-Chair Straub seconded the motion and the Board unanimously carried the motion at 6:53 pm. The Chairman asked the Vice-Chairman, Secretary and General Registrar to remain during the closed session. At 7:12 pm Chairman Venskoste moved to reconvene in open session and a roll call 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 convened were heard, discussed and considered. Secretary Zemlachenko seconded the motion and the Board unanimously approved the motion with a roll call at 7:13 pm. A motion was made by the Secretary, seconded by the Vice-Chair to approve the Annual General Registrar's Performance Evaluation for 2015-2016. The Board approved the motion 3 – 0.
13. No further 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 7:16 pm.



Jerry Zemlachenko
Secretary

APPROVED:  Chairman

 Vice Chair

 Secretary

DATE: 