

## **FINAL MINUTES**

### **FREDERICK COUNTY ELECTORAL BOARD**

**July 17, 2017**

The Frederick County Electoral Board met on Monday, July 17, 2017. Present were Chairman Richard Venskoske, Vice-Chair Marie Straub, Secretary Jerry Zemlachenko, Machine Technician Jim Ott and Registrar Rick Miller.

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

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 6/14/2017 meeting were approved as presented 3 – 0.

A review of the Democratic Party and Republican Party Primaries held on Tuesday, June 13, 2017 followed. Topic covered were the Officer of Election training for all Officers, Make up training and the Central Absentee precinct. Summaries of all of these training sessions with comments and rating by the Officers of election were presented and discussed. The use of the laptop lab will be discontinued in the future as very few Officers are utilizing its use. Primary Day precinct, laptop and voting machine issues and new methods to make improvements in all areas of future elections were discussed.

Planning for the November 7, 2017 General and Special Election was done as follows:

1. Number of Officers of Election (OE) – need 159 for Election Day work, with approximately 210 signed up. More officers are always needed and a few recruiting ideas – Top of Virginia Chamber of Commerce newsletter, Frederick County Government newsletter, Frederick County Cable Channel were discussed.
2. The number of voting machines, laptops, thumb drives, officers of election and privacy booths to be used in the November 2017 elections were discussed and unanimously approved. The dates for Logic and Accuracy were set as Monday, October 23 and Tuesday, October 24, 2017.
3. Registrar can send our election media to Printelect (50 thumb drives) to be used for the November 2017 Elections tomorrow to Roanoke, VA where Printelect is hosting a conference. The Electoral Board unanimously agreed this should be done.
4. The number of ballots to order for absentee voting, precinct and emergency backup were discussed and unanimously approved by the Electoral Board for the November 2017 elections.
5. Training assignments for OE training were determines as:
  - a. Chairman – Introductions, 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.
6. Regular Officer of Election training will take place on Saturday, October 28, 2017 with a morning session – 8:00 am and afternoon session 12:00 noon in the Board of Supervisors Room at 107 N. Kent Street. Special Chief and Assistant Chief training has been set for Monday, October 16 & Tuesday, October 17, 2017 from 5:00 - 8:00 pm on each day in the Board of Supervisors Room.
7. Training date for the Central Absentee Precinct OEs was set for Saturday, November 4, 2017 at 10:00 am in the BOS Executive Session Room near the Registrar's office.
8. The Board unanimously decided not to hold an internal run-through of OE training materials for the November 2017 elections.
9. Delivery of voting machines and equipment will be on Monday, November 6, 2017. Packing all precinct bags and set up of EPBs will be on Sunday, November 5, 2017.
10. Election Day schedule was tabled until a later meeting.
11. November election review date and time was tabled until a later meeting.
12. The next meeting of the Electoral board will be Thursday, August 29, 2017 at 5:30 pm in the Registrar's office. The main topics of the meeting will be the appointment of OEs and other related items to the November 7, 2017 elections.
13. Under the Registrar's business, the following topics were discussed:
  - a. Our one broken laptop has been returned repaired by Daly Computers under our warranty agreement.
  - b. All keys, thumb drives and other election material from the June 2017 Primaries have been retrieved from the County Clerk's store room. For future elections the Clerk will store most of our election boxes at her new off premise site due to lack of storage space in the courthouse. The exception will be the boxes holding the election materials we need to retrieve after each election.
  - c. Both the General Registrar and Electoral Board 2017 – 2018 budgets have received their full funding with one exception. The Registrar is working to be sure this exception will be funded in its entirety.
  - d. Now that the dates for Officer of Election regular and special training have been set, the Registrar will book the BOS room through the County Administration for all training sessions.
  - e. The new Frederick County website will go live this coming Wednesday. The Registrar will make many changes to the Voter Registration Department site once the new site is up and running. The County Administration will put all of Frederick County's government department heads pictures on the web site. The Registrar's staff may also have their pictures put on the web site.
  - f. The Registrar updated the November 2017 election calendar and gave a copy to each board member and the machine technician. He will email a copy to each of them also.
  - g. The Registrar showed the board members and machine technician the DS 200 cover from one of our election supply company. After some discussion the board decided not to purchase individual covers for any of our 30 DS 200 optical scan voting machines.
  - h. An update was given on the voter registration drive false application trial in a nearby locality and the possible sentence to be given the individual involved.

- i. The Electoral Board asked the Registrar to be sure the Assistant Registrar attends all future Electoral Board meetings starting with the Thursday, August 29, 2017 meeting.

14. Chairman Venskoske 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 6:40 pm. The Chairman asked the Vice-Chairman, Secretary and General Registrar to remain during the closed session. At 7:25 pm Chairman Venskoske 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 Zemplachenko seconded the motion and the Board unanimously approved the motion with a roll call at 7:26 pm. A motion was made by the Secretary, seconded by the Vice-Chair to approve the Annual General Registrar's Performance Evaluation for 2016-2017. The Board approved the motion 3 - 0.

15. 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 7:27 pm.



Jerry Zemplachenko  
Secretary

APPROVED:  Chairman

 Vice Chair

 Secretary

DATE: 