

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
March 6, 2018

The Frederick County Electoral Board met on Tuesday, March 6, 2018. Present were: Chairman Richard Venskoske, Vice Chair Marie Straub, new Electoral Board Member Tom Reed, Machine Tech Jim Ott, Deputy Registrar Diane Lockhart and Registrar Rick Miller.

The Chairman called the meeting to order at 5:30 p.m. Upon motion by the Vice Chair Marie Straub, seconded by the new Electoral Board Member Tom Reed, the agenda was adopted as presented 3 - 0.

Upon motion by the Vice Chair, seconded by the Chairman, the minutes of the 2/06/2018 meeting was approved as presented 2 - 0. New Electoral Board Member Tom Reed was not present at the 2/06/2018 and therefore did not vote on this approval.

Pursuant to 24.2-106 the Chairman asked the Frederick County Electoral Board to reorganize for the March 1, 2018 – February 28, 2019 year. The Electoral Board held nominations, seconds and votes for each office (all 3 – 0) as follows:

Chairman – Rich Venskoske
Vice-Chairman – Marie Straub
Secretary – Tom Reed

The 2018 Frederick County Security Plan was approved by the Electoral Board as presented 3 – 0. The Registrar and all three Electoral Board members signed and dated the ELECT Security Plan Approval form, which will be sent to the Department of Elections.

Concerning the possible June 12, 2018 Democratic and Republican Primaries, the Registrar reported that the Department of Elections will notify all localities by April 6, 2018 where primaries will be held. The Electoral Board discussed and approved or discussed the following items for the possible primaries on June 12, 2018:

- (1) Primary Budget – Tabled for next meeting
- (2) Number of Officers of Election – 151 needed
- (3) Number of DS 200 and Express vote machines – 22 of each
- (4) Number of thumb drives for programming - 50
- (5) Number of laptops to be used as EPBs – 44, with 50 thumb drives
- (6) Number of paper ballots for absentee voting & precincts on Election Day –
Democratic Primary - 9,000 ballots, Republican Primary – 9,000 ballots
- (7) Current Chief /Assistant Officers of Election numbers
- (8) Primary Day activities – Tabled for next meeting
- (9) Canvass Day scheduled for Wednesday, June 13, 2018 starting at 12:00 noon
- (10) Logic and Accuracy Testing of voting machines for Central Absentee Precinct only - Tuesday, April 24, 2018, in the Registrar's Office at 9:00 am
Logic and Accuracy Testing of voting machines for regular precincts -
Monday, June 4 and Tuesday, June 5, 2018, 9:00 am to 5:00 pm both days

- (11) Training Date for Officers of Election – Frederick County Administration Building
107 N. Kent Street, Winchester, VA, from 5:00 to 8:30 pm both evenings
Thursday, May 31, 2018 for Precincts 101 – 303
Friday, June 1, 2018 for Precincts 401 - 603
Special Chief/Assistant Chief Training on Monday, May 21 and Tuesday,
May 22, 2018 from 5:00 to 8:00 pm both evenings
Make-up Officer of Election Training on Thursday, June 7, 2018 from
5:00 to 8:00 pm
- (12) Training for the Central Absentee Precinct (CAP) Officers of Election will be on
Saturday, June 9, 2018 at the Frederick County Administration Building, 107 N.
Kent Street, Winchester, VA from 10:00 am to 12:00 noon

The following items for the June 12, 2018 Primaries were tabled for discussion at the next Electoral Board meeting:

- (1) Printing Officer of Election training materials for manuals, Provisional Ballot and Blank forms materials, CAP training materials and Statement of Results

Under Registrar business the following items were presented and discussed:

An update was handed out on the 2018 Virginia General Assembly on election legislation bills still pending or passed.

Both the General Registrar and Electoral Board 2018 – 2019 budgets have been finalized by the county administration. The budgets must still be approved by the Board of Supervisors. County Administration agreed to all increases in the Electoral Board budget. The only part of the Registrar's budget not approved was the General Registrar's request for a salary supplement. Registrar will receive the county employee's percentage raise if passed. As of March 1, 2018, County Administration has changed Diane Lockhart's title from Assistant Registrar to Deputy Registrar and has increased her salary to reflect her change in position. The request for security buttons for the Registrar's Office was approved. The County Administration funds for the EB/GR request for additional operational space is on hold.

The Department of Elections mandatory annual training place, dates and time has not been finalized yet. They have told us that the last week of June 2018 is the best possibility at this time.

The Machine Tech presented his four training documents for the DS 200 Optical Scan voting machine, the ExpressVote voting machine and the laptop computer setup and using the laptop computers. Copies were distributed to the Electoral Board members, the Deputy Registrar and the General Registrar for study. The documents will be reviewed at a future Electoral Board meeting.

The Electoral Board decided to set the next Electoral Board meeting for Tuesday, April 10, 2018 at 5:30 pm in the Registrar's office. The Department of Elections will have notified all localities by Friday, April 6, 2018 if the Primaries will be held. At that time, if the Primaries are to be held in Frederick County, Officers of Election will be appointed for the Primary, along with discussion of training methods and all the above tabled items that were not discussed at this meeting.

No other business was presented to the Board.

BEING NO FURTHER BUSINESS, the meeting adjourned at 6:36 p.m.

Respectfully submitted,



Tom Reed
Secretary

APPROVED: _____ Chairman

 _____ Vice Chair

 _____ Secretary