

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
May 1, 2018

The Frederick County Electoral Board met on Tuesday, May 1, 2018. Present were: Chairman Richard Venskoske, Vice Chair Marie Straub, Secretary 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 Secretary, seconded by the Vice Chair, the agenda was adopted as presented 3 - 0.

Upon motion by the Vice Chair, seconded by the Secretary, the minutes of the 4/10/2018 meeting was approved as presented 3 - 0.

For the preparations for the June 12, 2018 Democratic Party and Republican Party Primaries, the Registrar gave updates on the following items, some of which were tabled from the 4/10/2018 Electoral Board meeting.

- (1) Primary Election supplemental budget request was approved by the Frederick County Board of Supervisors at their April 25, 2018 meeting.
- (2) Election Day Activities – each Electoral Board member received a draft precinct assignment chart from the Registrar.
- (3) Training Assignments – each Electoral Board member, Machine Tech and Registrar staff received a draft training assignment list from the Registrar regarding the time schedule and training duties.
- (4) Creating and printing Officers of election training materials and power points are in the process of being done by the Registrar and the Machine Tech, with future review by Electoral Board.
- (5) Officers of Election who have responded that they will work is currently 147 out of 151 assigned. The Registrar will call the 4 Officers who have not responded to determine their status of working the Primaries. There are 10 Officers who are coming to makeup training.
- (6) For the Special Training for Chiefs and Assistant Chiefs, all 21 precincts have responded with 10 coming the first night and 11 coming the second night.
- (7) For the June Primaries, information was presented on the current trollies in use and research for a new type of tape for taping signs to brick and concrete walls.
- (8) Logic and Accuracy Testing of the voting machines for Central Absentee Precinct was completed on April 24 in the Registrar's Office. Absentee voting starting on April 27, 2018.
- (9) One Precinct polling place room has been changed from the Cafeteria to the Gymnasium. Table and chair inventories at all precincts has been received, with one precinct having to check on the number they have available.

Preparations for the November 6, 2018 General and Special Elections were tabled until after the June 12, 2018 Primaries.

Under Registrar business the following items were presented and discussed:

- (1) The Registrar has updated the room reservations for the Department of Elections (ELECT) mandatory annual training in Richmond, VA on Monday, June 25, 2018 and Tuesday, June 26, 2018 with the Registrar having to stay an extra night due to his VRAV Recertification class being held on Wednesday morning June 27, 2018. Travel arrangement to and from Richmond, VA were discussed. A Draft Agenda for the ELECT training was handed out.
- (2) Asked the Electoral Board is they would like the Registrar to invite our current General Assembly members to attend all or part of the Primary Day election process in Frederick County on June 12, 2018. A motion to send invitations by mail and email to our current General Assembly members was made by the Secretary, seconded by the Vice Chair and approved 3 - 0.
- (3) The Machine Tech was asked to check if the EPB Summary at the end of the Primary Day would list the number of voters who voted in the Democratic Party and Republican Party separately. He said he would check on this.
- (4) Handed out the latest DemTech April 2018 newsletter about electronic poll book information.
- (5) Reviewed some procedures for the June 12, 2018 primaries involving the placement of the ballot logs, signage and other ballot materials to now be put into the precinct bags. Reviewed the delivery procedures of extra ballots to each precinct. Reviewed eliminating the need to use the Empty Envelope Certification form.

Under Other Business, the Electoral Board commended the Machine Technician for the manuals he has produced per their request.

Marie Straub, Vice Chair made a motion to close the meeting for discussing a personnel matter in accordance with Virginia Election Law 24.2-109.1 and as authorized by 2.2-33711(A)(1) of the Code of Virginia. Secretary Tom Reed seconded the motion and the Board unanimously passed the motion 3 – 0 at 6:21 pm. The Chairman asked the Vice-Chairman, Secretary, Deputy Registrar and General Registrar to remain during the closed session. At 6:32 pm Vice Chair Straub moved to reconvene in open session, seconded by Secretary Reed and a roll call was taken as required by 2.2-3711 (D) of the Code of Virginia, unanimously 3 – 0, 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.

A motion was made by the Vice Chair, seconded by the Secretary Vice-Chair to increase the Machine Technician's hourly wage by \$ 5.00 an hour, effective May 7, 2018. The Board approved the motion 3 – 0.

The Electoral Board decided the next Electoral Board meeting would be the Canvass date of Wednesday, June 13, 2018 at 12:00 noon for the June 12, 2018 Democratic Party and Republican Party Primaries. This is due to so much activity with several Officer of Election trainings and Logic & Accuracy testing set in the next few weeks for the June 12, 2018 Primaries.

No other business was presented to the Board.

BEING NO FURTHER BUSINESS, the meeting adjourned at 6:35 p.m.

Respectfully submitted,


Tom Reed
Secretary

APPROVED:  _____ Chairman

 _____ Vice Chair

 _____ Secretary