

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
July 16, 2018

The Frederick County Electoral Board met on Monday, July 16, 2018. Present were Chairman Richard Venskoste, Vice-Chair Marie Straub, Secretary Tom Reed, Machine Technician Jim Ott, Deputy Registrar Diane Lockhart and Registrar Rick Miller.

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

Upon motion by the vice-Chair, seconded by the Secretary, the minutes of the 6/13/2018 and 6/15/2018 meetings were approved as presented 3 – 0.

A review of the Democratic Party and Republican Party Primaries held on Tuesday, June 12, 2018 followed. Topic covered were the Officer of Election training for all Officers, Make up training and the Central Absentee precinct. Summaries of all 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 6, 2018 General and Special Election was done as follows:

1. Number of Officers of Election (OE) – need 163 for Election Day work, with approximately 200 signed up. More officers are always needed and a few recruiting ideas – Frederick County web site, Top of Virginia Chamber of Commerce newsletter, Frederick County Government newsletter, Frederick County Cable Channel and the Winchester Start Community Bulletin Board were discussed.
2. The number of voting machines, laptops, thumb drives, officers of election and privacy booths to be used in the November 2018 elections were discussed and unanimously approved. The dates for Logic and Accuracy were set as Monday, October 22 and Tuesday, October 23, 2018.
3. Registrar can send our election media to Printelect (52 thumb drives) to be used for the November 2018 Elections either by UPS or give to Printelect Techs, when they are here to do annual warranty maintenance in late July. The Electoral Board unanimously agreed this should be done which way works best.
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 2018 elections.

5. Training assignments for OE training were tabled until a later meeting:
 - 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, Election Day Guides, Provisionals, CAP, SORs, etc.
6. Regular Officer of Election trainings will take place on Saturday, October 27, 2018 with a morning session – 8:00 am and afternoon session - 12:00 noon in the Board of Supervisors Room at 107 N. Kent Street. The Board asked the Registrar to check on the availability of moving the trainings to a Thursday and Friday evening. Special Chief and Assistant Chief training have been set for Thursday, October 18 & Friday, October 19, 2018 from 5:00 - 8:30 pm on each day in the Board of Supervisors Room.
7. Training date for the Central Absentee Precinct OEs was set for Saturday, November 3, 2018 at 10:00 am in the Board of Supervisors Room.
8. The Board unanimously decided not to hold an internal run-through of OE training materials for the November 2018 elections.
9. Discussion of the delivery of voting machines and equipment on Monday, November 5, 2018 and packing all precinct bags and set up of EPBs on Sunday, November 4, 2018 was tabled for a later meeting.
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 Monday, August 27, 2018 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 6, 2018 elections.
13. Under the Registrar's business, the following topics were discussed:

Nov. 2018 Elections – ordered 25 large posters and 4,400 brochures concerning the 2 Constitutional Amendments on the ballot.

Requested Nov. 2018 election support from Printelect – preferably Gary Fox again as we have one election package – Monday, Tuesday and Wednesday still available at no charge. The Electoral Board decided to change this request to November 2019 for the new Registrar.

Warranty Maintenance by Printelect for our 60 voting machines will take place on Monday 7/30 and Tuesday 7/31. Told the Board we have 2 or 3 bins with bad wheels. Registrar asked the Machine Tech if there are any other issues and there are not.

The new projector and cover for OE training have been received from IT Department. Registrar will inquire if a remote with laser pointer is available.

Budget matters -

EB compensation for 7/1/2018 through 6/30/2019 C and VC - \$ 2,685.00, S - \$ 5,370.00

Deputy Registrar received her raise to \$ 48,000.00, plus 3 % raise from County as of 7/1/2018

General Registrar received 3 % raise from County as of 7/1/2018

New Meal Rates for travel as of 7/1/2018 – Breakfast \$ 13, Lunch \$ 15, Dinner \$ 26

2018 – 2019 Budget did get extra \$ 1,500.00 for 3 security buttons. The Registrar has inquired when this process will begin and has not received an answer yet. No new information on our expansion of office has been received at this time. The Registrar will inquire about this also with Maintenance Supervisor.

The Registrar responded to ELECT survey on annual training. The first day presentations were not needed or pertinent to the Electoral Board or General Registrars participants. The second day presentations for General Registrars were very good.

The venue needs to have better check out procedures. ELECT, VEBA and VRAV hopefully will come up with a single annual training session, so that localities do not have to be traveling up to 3 times a year.

Donald Palmer from the Bipartisan Policy Center presented a training session the first day at ELECT training, who was a former Secretary of the State Board of Elections. Mr. Palmer has been appointed by President Trump to serve as a Member of the US Election Assistance Commission. The Commission is at present without a quorum and with his appointment may be able to complete and get some projects started.

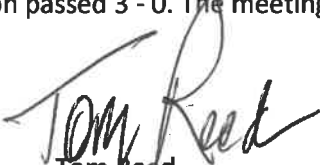
Northern Region VEBA Meeting will be held on Thursday, September 13, 2018 at Vint Hill Inn. Registration 8:30 am to 9 am. Meeting starting at 9 a.m. and concluding at 2 p.m. Both the Chairman and Secretary said they are not available. Vice Chair will check her schedule.

The Registrar to be on vacation the week of July 23-27, 2018.

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 6:17 pm. The Chairman asked the Vice-Chairman, Secretary and General Registrar to remain during the closed session. At 6:44 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. Vice Chair Straub seconded the motion and the Board unanimously approved the motion with a roll call at 6:45 pm. A motion was made by the Secretary, seconded by the Vice-Chair to approve the Annual General Registrar's Performance Evaluation for 2017-2018. The Board approved motion 3 – 0.

15. No further business was presented to the Board.

Being no further business, a motion was made by the Vice Chair, seconded by the Secretary that the meeting be adjourned. Motion passed 3 - 0. The meeting adjourned at 6:53 pm.


Tom Reed
Secretary

APPROVED:  Chairman

 Vice Chair

 Secretary

DATE: 8/27/18