

FINAL MINUTES

FREDERICK COUNTY ELECTORAL BOARD

September 18, 2018

The Frederick County Electoral Board met on Tuesday, September 18, 2018. Present were Chairman Richard Venskoske, Vice-Chair Marie Straub, Secretary Tom Reed, Deputy Registrar Diane Lockhart, Machine Technician Jim Ott and Registrar Rick Miller.

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

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 8/27/2018 meeting were approved as presented 3 – 0.

Planning for the November 6, 2018 General and Special Elections was conducted as follows:

Officers of Election update –

As of 9/18/2018 - we have 139 out of 163 Officers of Election confirmed for training and working the elections. 24 more Officers are needed. The Registrar will contact the Officers of Election who have not responded. We have 5 Officers signed up for makeup training. 19 precincts have signed up for C/AC special training – 9 on 10/18, 10 on 10/19. 1 Precinct has not responded and will be contacted by the Registrar. 1 precinct will have to do a date other than the 18th or 19th. The Registrar and Machine Tech are coordinating to arrange this training.

Officer of Election training materials update -

Chief, Assistant Chief, Poll Worker Training Manuals – to be done

What if Guide – awaiting new What if from ELECT before doing

Election Day Guide – regular and CAP to be done

Provisional forms – to be done

Blank forms – to be done

Central Absentee precinct (CAP) – to be done

Statements of Results (SORs) – to be done

Election Night Precinct Report – to be done

Curbside Voting Report– to be done

Closing Instructions for Chiefs/Assistant Chiefs – to be done

DS 200 and ExpressVote Opening & Closing instructions – to be done

Power Points – Qualify the Voter – assigned to Registrar & Deputy Registrar

- Ballot Officer – to be determined

- Envelopes & SORs – to be determined

- EPBs – Machine Technician to review

- Voting Machines – Machine Technician to review

Other November 6, 2018 Election Work

The Central Absentee Precinct (CAP) voting machines – 1 DS 200 and 1 ExpressVote were tested for the Pre-Election Audit of Logic and Accuracy today, September 18, 2018. The Vice Chair and Secretary were present and acknowledged and signed off on the testing.

Training assignments for the Officer of Election Training sessions on Thursday, October 25 and Friday October 26, 2018 were made.

Introductions – Chairman

Voter Sensitivity – Secretary

General Procedures – Registrar

Laptops & Voting Machines – Machine Tech

Qualify the Voter – Deputy Registrar

Envelopes and Statement of Results – Registrar and Vice Chair

November 6, 2018 Election Day schedule was tabled to a later meeting.

November 6, 2018 Election Day review was tabled to a later meeting.

Under Registrar's Business the following items were presented and discussed.

Curbside Voting

Registrar checked with Winchester City, Clarke County, Shenandoah County and Warren County and all 4 localities do curbside voting with a flat ballot that is inserted in the optical scan voting machine by the Officer of Election as soon as the ballot comes into the precinct. None of the 4 localities has had any problem with this procedure with voters. The best method is by Warren County. Two Officers go out with the ballot to the voter. They explain the procedure to the voter. The voter will vote the ballot, put it in the privacy sleeve and one Officer will take the ballot into the precinct and scan the ballot. The voter will wait until the inside Officer comes back out to the voter and tells the voter their vote was accepted and give the voter the "I Voted" sticker. If the optical scan rejects the voter's ballot, the inside Officer will take the rejected ballot and a new ballot out to the voter for the voter to decide whether to vote their original ballot or spoil it and vote the new ballot. The new ballot would be scanned, and the spoiled ballot given to the Ballot Officer. The Registrar presented the Board with 4 different privacy sleeves and prices for the privacy sleeves. After some discussion, the Board chose to have the Registrar's Office create the privacy sleeves internally.

Registrar Business (continued)

Ballot Entry Cards for Precincts

Registrar checked with Winchester Printers who did our Voter Entry Cards before, about changing the cards to Voter Ballot Cards. These new cards would have pertinent information on the new optical scan voting machines, instead of the old touch screen voting machines. The Registrar presented the Board with a proof of the new voter ballot cards and prices. After some discussion, the Board decided not to purchase new voter ballot cards and to continue to use our current voter entry cards.

Security Buttons

Registrar has inquired again (twice) when this process will begin – this time with Deputy County Administrator on Friday, August 24, 2018 and Thursday, September 6, 2018. He has not received an answer from the Maintenance Supervisor as of 9/7/2018. Registrar will keep on this matter.

The Registrar has contacted both the local McDonalds and Chick-fil-A franchises and they are both willing to give gift cards to the Officers of Election that work the November elections.

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The Virginia Department of Elections had a press release today concerning the 2018 high school voter registration challenge winners. Under honorable mention, which were high schools that came very close to the 65 % threshold needed to be recognized with the Commissioner's Award were all three high schools in Frederick County – James Wood, Millbrook and Sherando.

The joint Legislative Audit and Review Commission (JLARC) of Virginia reviewed the Department of Elections (ELECT) and had both positive and negative recommendations about the department's current processes, work and future needs.

Under New Business the Electoral Board requested the Registrar and Staff start work with the HR Department about need for a new part time Assistant Registrar.

Among the needs expressed were posting of the position, deadlines for resumes, when the position could be filled and Election Day.

The next Electoral Board meeting will be held on Thursday, October 16, 2018 at 5:30 pm in the Registrar's office.

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 6:36 pm.


Tom Reed
Secretary

APPROVED:  Chairman

 Vice Chair

 Secretary

DATE: 10-16-18