

**FINAL MINUTES**

**FREDERICK COUNTY ELECTORAL BOARD**

**October 16, 2018**

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

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

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 9/18/2018 meeting were approved as presented 3 – 0.

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

Officers of Election Update - 163 Officers of Election have confirmed they can come to training and work the election. Five Officers have said they need to come to the make-up training session. Twenty precinct Chiefs and Assistant chiefs are coming to the Special Trainings on Thursday, October 18 – 10 precincts and on Friday, October 19 – 10 precincts. One precinct is coming on Friday, October 26, 2018.

Logic & Accuracy Tests are scheduled for Monday, October 22 and Tuesday, October 23 starting at 9:00 am on both days. Neither political party has responded that they will send a representative.

Reviewed Officer of Elections draft training day schedule for Thursday, October 25 and Friday, October 26, 2018 and finalized the schedule. Set up will be on Thursday, October 25 starting at 3:00 p.m. in the Board of Supervisors Room. On October 25, 83 Officers of Election are scheduled and on October 26, 76 Officers of Election are scheduled. All assignments and all training materials were reviewed and discussed.

The Secretary asked the Registrar for a clarification on an Election Day Polling Place issue. The Registrar said he would research the issue and respond back to the Secretary.

Central Absentee Precinct training will take place on Saturday, November 3, 2018 at 10:00 am to 12 Noon in the Registrar's Office. Due to large volume of absentee ballots being cast in-person or mailed out, the Registrar asked the Electoral Board to increase the number of Officers of Election in the Central Absentee Precinct from 4 to 7. The Electoral Board agreed unanimously 3 -0.

Make-up Training session for Officers of Election will take place on Tuesday, October 30, 2018 at 5:30 pm in the BOS Room Registrar's office.

Laptops and precinct bag packing are scheduled for Sunday, November 4, 2018 at 9:00 am. All Electoral Board members, the Machine Technician, the Registrar and deputy Registrar will be on hand.

Election Day schedule was tabled and will be discussed at a later date.

Under Registrar business the following topics were presented and discussed:

The Electoral Board and General Registrar budgets for 2019- 2020 need to be submitted by Monday, November 26, 2018.

The Registrar asked the Electoral Board to purchase another 6,000 ballots in addition to the 39,000 already received for the November 2018 Elections, due to the increase in both in-person and mailed out absentee ballots. Upon a motion from the Vice Chair, seconded by the Secretary the Board voted 3 – 0 to allow the Registrar to order 6,000 more ballots.

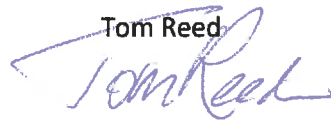
The Registrar reported he, the Deputy Registrar and the Human Resources Department of Frederick County were reviewing the requirements, screening the candidates and working on the interview questions to be asked for the new Part Time Assistant Registrar position. This is due to the resignation of the current part time Assistant Registrar on Friday, November 9, 2018.

The next Electoral Board meeting will be held on Wednesday, November 7, 2018 at 12:00 noon for the Provisional and Regular Canvass of the Tuesday, November 6, 2018 General and Special Elections in the Registrar's office. The Canvass for the November 6, 2018 Elections could be extended to Friday, November 9, 2018.




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 6:25 pm.

Tom Reed



Secretary

APPROVED:  Chairman  
 Vice Chair  
 Secretary

DATE: 11-7-18