

FINAL MINUTES
FREDERICK COUNTY ELECTORAL BOARD
April 4, 2019

The Frederick County Electoral Board met on Thursday, April 4, 2019. Present were: Chairman Richard Venskoske, 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 5:00 p.m. Upon motion by Secretary Tom Reed, seconded by Vice Chair Marie Straub, the agenda was adopted as presented 3 - 0.

Upon motion by the Secretary, seconded by the Vice Chair, the minutes of the 3/06/2019 meeting was approved as presented 3 - 0.

Regarding the June 11, 2019 Democratic and Republican Primaries, the Registrar reported that today the Department of Elections has notified Frederick County that no Primaries for any General Assembly office would be held on Tuesday, June 11, 2019.

The following items approved or tabled at the March 6, 2019, Electoral Board meeting for the Primaries on June 12, 2019 were therefore dismissed since no Primaries are to be held.

- (1) All Primaries Budgets
- (2) Number of Officers of Election needed and assigned to Precincts
- (3) Number of DS 200 and Express Vote Voting Machines
- (4) Number of thumb drives for programming
- (5) Number of laptops to be used as EPBs
- (6) Number of paper ballots for absentee voting & precincts on Election Day
- (7) Primary Day activities
- (8) Primary Canvas Day – Wednesday, June 12, 2019 at 12:00 noon
- (9) Logic and Accuracy Testing of voting machines for Central Absentee Precinct only - Tuesday, April 23, 2019, in the Registrar's Office
Logic and Accuracy Testing of other precinct voting machines – Monday, June 3 and Tuesday, June 4, 2019, starting at 9:00 am both days in the Registrar's office
- (10) Regular Training Dates for Officers of Election – Frederick County Administration Building, 107 N. Kent Street, Winchester, VA from 5:00 pm to 8:30 pm on both evenings
Wednesday, May 29, 2019 for Precincts 101 – 303
Thursday, May 30, 2019 for Precincts 401 - 603
- (11) Special Chief/Assistant Training – Frederick County Administration Building, 107 N. Kent Street on Thursday, May 23 and Friday, May 24, 2019 from 5:00 to 8:00 pm both evenings
Officer of Election Makeup Training – Thursday, June 4, 2019 from 5:00 to 8:00 pm in the Registrar's office

- (12) Training of Central Absentee Precinct Officers of Election at the Registrar's office on Saturday, June 8, 2019 from 10:00 am to 12:00 noon
- (13) Creating and printing Officer of Election training materials for manuals, Provisional Ballots, Blank Forms, CAP training materials and Statemen of Results.

Preparations for the November 6, 2018 General Election were tabled.

Under Registrar business the following items were presented and discussed:

A one-year contract with Printelect (our vendor for election programming and ballot printing) for ballot pricing was approved by the County Attorney and signed and implemented by the Registrar.

The new service-learning student video project of creating a new short video for presentation by the Registrar, when teaching the senior government classes and registering students is progressing. All the scenes have been filmed, all the dialogue has been edited and now the final version is being finished. The students will present their project to the Board of Supervisors on Monday, May 20, 2019. The presentation time has yet to be announced.

Under Other Business the Registrar presented the Board Members with draft job descriptions for the Director of Elections/General Registrar position, which will come available starting July 1, 2019. The Board discussed the various job descriptions and agreed on one draft unanimously. The Board agreed on an application closing date of Friday, April 26, 2019. The Board asked the Registrar to present this job description to the HR Department to be displayed on the Frederick County website as soon as possible.

The Electoral Board decided to set the next Electoral Board meeting for Tuesday, May 7, 2019 at 5:30 pm in the Registrar's office.

No other 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 5:57 p.m.

Respectfully submitted,


Tom Reed
Secretary

APPROVED:  _____ Chairman

 _____ Vice Chair

 _____ Secretary

DATE: 5/7/2019