

Final Minutes
Frederick County Electoral Board
September 24, 2019

The Frederick County Electoral Board met on Tuesday, September 24, 2019. Those present were the Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Tom Reed, Machine Tech Jim Ott, and Registrar Richard Venskoske.

1. The meeting was called to order by Chairman Marie Straub at 5:00 pm.
2. On motion by Tom Reed and seconded by Craig Lambert the agenda was adopted 3-0.
3. Upon motion by the Secretary, second by Craig Lambert, the minutes from the September 5, 2019 was approved as printed 3-0.
4. On planning for the November 5, 2019 election updates:
 - (a) Election Officers were discussed noting a need for one poll chief and 2 poll workers.
 - (b) Election training scheduled was confirmed for Thursday, Oct 24th and Friday Oct 25th with Tuesday Oct 29th scheduled for make-up training. The CAP training will be Friday Nov. 1st.
 - (c) An update on training manuals was reviewed, noting a possible video may be included with review on current manual to be updated as needed including a – “What if” training document. The Registrar remarked that a security individual from current poll workers would be designated at each polling place to be on alert of potential problems. Also reported was an update on the need to update the 80 laptops with windows 10 program which could cost up to \$100.00 per machine. The Machine Tech is working with county IT staff to facilitate.
5. It was emphasized the need to be available on Sunday morning November 3 to prepared bags and material for poll workers to pick-up.
6. The Registrar remarked plans to prepare documents for the hiring of a full-time staff person.

7. It was reported that information had been provide to local news paper and radio defining timeline for voting process – absentee voting, polls hours, etc. It was reported that 22,500 ballots had been ordered at a cost of \$5,692. A brief discussion on the security system in the Electoral Board office was discussed.

8. The next meeting was scheduled for Tuesday, October 22nd at 5:00 pm

9. The meeting adjourned at 6:00 pm

Submitted by;



Tom Reed, Secretary

Approved:  Chair

 Vice Chair

 Secretary