

**Final Minutes**  
**Frederick County Electoral Board**  
**Wednesday, July 23, 2020**

The Electoral Board met on Wednesday, July 23, 2020 at 4:30pm. Those present were Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Tom Reed, General Registrar Rich Venskoske and Deputy Registrar Diane Lockhart.

1. The meeting was called to order at 4:30 pm by Chairman Marie Straub.
2. And on motion from Vice-Chairman Craig Lambert, seconded by Secretary Reed the agenda was approved as printed.
3. On motion from the Secretary and seconded by the Vice-Chairman, the minutes from June 12, 2020 were approved, and the minutes from June 24 Republican Primary canvass meeting were approved.
4. A supplement budget request had been submitted to county finance requesting \$94,577.00 to cover additional expenses for the November 2020 election. Board of Supervisors approval is required.
5. Republican Primary results were reviewed as reported and noted in the approved minutes of June 24, 2020.
6. The Poll Worker's Guide has been updated with all the new law changes and copies were provided by the General Registrar for the Board's review and comment.
7. Chairman Straub made a motion to close the meeting for the purpose of completing the General Registrar's Annual Review in accordance with Virginia Election Law 24.2-109.1 and as authorized by 2.2-33711 of the Code of Virginia. Vice-Chairman Lambert seconded the motion at 5:15pm. At 5:30pm, Chairman Straub moved to reconvene in open session and a roll call was taken as required by 2.2-3711 of the Code of Virginia, unanimously certifying the 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 and considered. Vice-Chairman Lambert seconded the motion and the Board unanimously approved the motion with a roll call at 5:31pm. A motion was made by Secretary Reed, seconded by the Vice-Chair Lambert to approve the Annual General Registrar's Performance Evaluation for 2019-2020. The Board approved the motion 3 – 0.

## 8. Registrar Business

(a) There is \$74,301.00 Grant available from CARES, awarded to be used for the November Elections allowable expenses. Frederick County will spend part of that money on two additional DS200 scanners and four high density USB Thumb drives.

### (b) other business

- 1.) Several passed legislative bills were reviewed and discussed for impact on local registrar's office including election day being declared a state holiday, no longer needing a photo id and No Excuse Early Voting (NEEV).
- 2.) A satellite facility, for NEEV was discussed regarding schedule, hours to be available, staffing and training to begin September 1, 2020 for opening on September 18<sup>th</sup>.
- 3.) Customer contacts were addressed, and it was noted that over 1600 request had been made for Vote by Mail.
- 4.) An issue was addressed that individual poll workers who earn over the IRS' limit per year will need to be included as staff with earning reported to the state for taxing. Registrar is addressing with HR Department.
- 5.) Equipment request of DS200 was reviewed for delivery dates and scheduling payment with funds from CARES program.
- 6.) Required Certification Program for the Registrar reviewed.

(c) The next meeting is scheduled for Wednesday August 25, 2020.

(d) A tour of the purposed Sunnyside satellite location is being made available for any Board member wishing to see it.

9. On motion from Secretary and seconded by the Vice-Chairman the meeting adjourned at 5:25 pm.

  
Tom Reed, Secretary

Mario Strout Chairman  
[Signature] Vice-Chairman  
Tom Reed Secretary  
8/26/20 Date