



FREDERICK COUNTY ELECTORAL BOARD

Marie Straub
Craig Lambert
Tom Reed

Chairman
Vice-Chairman
Secretary
22601-5039

107 N. Kent Street, Suite 102, Winchester, VA

Final Minutes Frederick County Electoral Board Wednesday May 12, 2021

The Frederick County Electoral Board met on Wednesday, May 12, 2021. Those present were Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Tom Reed, and Registrar Rich Venskoste.

- 1) The meeting was called to order at 4:30 pm by Chairman Straub.
- 2) On motion from Secretary Reed and seconded by Vice-Chairman Lambert, the agenda was approved as printed.
- 3) On motion from Secretary Reed and seconded by Vice-Chairman Lambert, the minutes from the April 7, 2021 meeting were approved as printed.
- 4) Other business:
 - a) ePollTAB update
 1. The Registrar is scheduled to meet with DemTech representative, Mike Brown on May 13 to complete final equipment setup and training with Jim Ott, our election equipment technician. Equipment licensing will be provided at that time.
 2. The necessary training manual for poll worker usage will follow and is currently being prepared.
 - b) The floor plan for the proposed Sunnyside location was reviewed noting offices space, related work, and storage areas. Site location of electrical and data circuits were discussed. With final county approval required, several months will lapse before occupancy.
 - c) Each Precinct will be receiving one EpressVote and one DS200. With the small projected turn out expanded equipment needs will not be required.
 - d) 2021 OOE
 1. The number of Officers of Election is established with a Chief and Assistant Chief assigned at each location.
 2. All envelopes, Election Day Guides, and equipment for each precinct is being prepared.

5) Registrar Business

a) June Primary

1. Training Schedule for OOE has been established, with precincts divided among three dates: Tuesday May 25, Thursday May 27, Friday May 28 & June 1 as necessary for make-up.

2. Prepared training materials will be provided during training.

3. PPE items including masks, wipes, gloves, etc. will be available at each precinct

b) L&A - Equipment testing is scheduled to be held on June 1st and 2nd

c) Precinct location were reviewed and confirmed with required equipment for each.

d) It was noted that several precincts have been identified with approximately 5000 voters or more. Once redistricting is completed additional voting locations will be required.

6. A Minimum-Security Standards checklist has been completed for the Department of Elections, a copy of that completed conformation date May 12, 2021 is a part of these minutes.

7. Due to upcoming training secessions, L&A, packing of the voting material, the election, and canvas, no formal meeting date is being scheduled. Upcoming minutes will cover details of each.

Respectfully



Tom Reed, Secretary

Maria Stroub Chairman

[Signature] Vice-Chairman

Tom Reed Secretary

7/14/21