



FREDERICK COUNTY ELECTORAL BOARD

Marie Straub

Chairman

Craig Lambert

Vice-Chairman

Lynnette Embree

Secretary

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

22601-5039

Final Minutes Frederick County Electoral Board Tuesday, March 15, 2022

The Frederick County Electoral Board met on Tuesday, March 15, 2022. Those present were Chairman Marie Straub, Vice-Chairman Craig Lambert, Secretary Lynnette Embree, Registrar Rich Venskoske, Deputy Registrar Diane Lockhart and guests Kay Dawson and Mary Strenko via telephone.

- 1.) The meeting was called to order at 4:30 p.m. by Chairman Marie Straub.
- 2.) A motion to adopt the agenda as printed was made by Craig Lambert, seconded by Lynnette Embree, and unanimously approved.
- 3.) A motion to approve the minutes of the February 15, 2022, Electoral Board meeting was made by Craig Lambert, seconded by Lynnette Embree, and unanimously approved.
- 4.) Old Business:
 - a. Registrar Venskoske advised the Electoral Board that the GIS department updated addresses for redistricting. Quite a few of the addresses were incorrect so GIS will need to update the addresses again.
 - b. Mr. Venskoske gave preliminary figures for the Sunnyside build-out for the new Registrar's Office. Construction will be approximately \$468,000 and the IT department has informed the Public Works department that their cost will be approximately \$92,000. With miscellaneous additions, a total of nearly \$625,000 will be needed for reconstruction
 - c. Registrar Venskoske has scheduled a Chiefs and Assistant Chiefs training on March 26, 2022, from 10:00 a.m. to approximately 2:00 p.m. This training will be designed to have the Chiefs and Assistant Chiefs be more familiar with the poll books, voting machines and both opening and closing procedures. As of this date, thirty-one have responded that they will be in attendance, nine previous chiefs or assistant chiefs have said they will not be able to attend or have resigned.
- 5.) New Business:
 - a. Registrar Venskoske informed the Board that Voter Equipment Security Compliance is due by March 31, 2022.

6.) Registrar Business:

- a. A name for an assistant to our Machine Tech has been submitted to Registrar Venskoske. Mr. Venskoske will contact the potential candidate to gauge interest in this position.
- b. New rolling carts and other precinct and voting supplies are in the process of being purchased.
- c. New training videos to incorporate into our current training videos will be discussed at the training on March 26, 2022.
- d. Registrar Venskoske gave an update on the legislation currently in the General Assembly.
- e. Obtaining new Officers of Election is coming along.

7.) The next meeting of the Frederick County Electoral Board will be Tuesday, April 19, 2022, at 4:30 p.m.

8.) A motion to adjourn was made by Lynnette Embree, seconded by Craig Lambert. The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Lynnette Embree, Secretary

Marie Strank Chairman

S Z // Vice-Chairman

Lynnette L Embree Secretary

April 19, 2022 Date