



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, April 19, 2022

The Frederick County Electoral Board met on Tuesday, April 19, 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, Charla Quimby, and Mary Strenko.

- 1.) The meeting was called to order at 4:31 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 March 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 new voter cards would be generated once VERIS has approved the "plan" to "current" in the system. Mr. Venskoske anticipates that the printing and mailing of new voter cards will cost approximately \$60,000. The other options for printing and mailing the new voter cards range from \$18,200.00 to \$40,000.
 - b. A review of the Chief and Assistant Chief training on March 26, 2022, was discussed.
 - c. The Finance Committee meeting scheduled for April 20, 2022, was cancelled. The funding for the new Sunnyside location for the Registrar's Office will now go before the Finance Committee on May 18, 2022.
- 5.) New Business:
 - a. ES&S the vendor for the voting equipment has promised the Registrar that the equipment would be delivered by June 1, 2022. This equipment will be needed for the June 21, 2022, Primary.

- b. VRSS voting equipment security compliance is due May 6, 2022.
- c. Registrar Venskoske is requesting that seals be placed on the Merlin wireless routers leaving the building and returning after an election. A motion to approve voting machines and electronic poll book procedures and guidelines was made by Craig Lambert, seconded by Lynnette Embree and unanimously approved.
- d. The Registrar will attend the Finance Committee on May 18, 2022, to request \$50,000 in order to hold the Primary on June 21, 2022.
- e. Logistics and Accuracy will be performed on the voting machines on April 26, 2022.
- f. Twenty thousand ballots were ordered at a cost of \$.35 each for a total of \$7,000.
- g. An ad in The Winchester Star will be on April 20, 2022, soliciting additional poll workers.
- h. Early voting for the June 21, 2022, Primary begins on Friday, May 6, 2022.

6.) Registrar Business:

- a. David Wilkening will be assisting Jim Ott with IT.
- b. Training videos for poll workers will be addressed in July after the June primary.
- c. TextMyGov is SMS messaging. Registrar Venskoske wonders if the Electoral Board would consider this to assist in getting voters to the polls. The first-year cost would be approximately \$8,250 and \$5,500 for the second and third years.
- d. Mr. Venskoske made an endorsement of Integra. The video filming for the testimonial was last Friday, April 15, 2022.
- e. Delegate Gooditis will be in the Registrar's Office on Thursday, April 21, 2022, with a commendation for the good work the Registrar's Office has done.

7.) The next meeting of the Frederick County Electoral Board will be Tuesday, May 17, 2022, at 4:30 p.m.

8.) A motion to adjourn was made by Lynnette Embree, seconded by Craig Lambert. The meeting adjourned at 5:42 p.m.

Respectfully submitted,

Lynnette Embree, Secretary

Maria Stenub Chairman

GT 1 Vice-Chairman

Lynnette Embree Secretary

May 17, 2022 Date