



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, May 17, 2022

The Frederick County Electoral Board met on Tuesday, May 17, 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, Mary Strenko and Rodney Wines.

- 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 April 19, 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 printed and mailed by Cluster Communications at an approximate cost of \$20,500. The new voter cards will be postcards.
 - b. Cluster Communications will also print signs for the nine new precincts.
 - c. The Finance Committee meeting is scheduled for May 18, 2022, at which the new office in Sunnyside will be discussed. If approved by the Finance Committee, approval will go before the Board of Supervisors on Wednesday, May 25, 2022.
 - d. Registrar Venskoske is estimating the cost of the Republican primary on Tuesday, June 21, 2022, to be \$60,000. Mr. Venskoske will be asking the Finance Committee for \$28,000 to cover the cost of this primary.
- 5.) New Business:
 - a. Logistics and Accuracy (L & A) will be conducted on the voting equipment on June 7 and June 8, 2022.

- b. Officer of Election training for the June 21, 2022, primary will be conducted on June 7, June 9 and June 10.
- c. There were 154 letters mailed to former Officers of Election with regards to working the primary on June 21. As of this date, twenty-seven said yes and eight people said no. The preference for each precinct is four to five officers of election.
- d. Pre-processing of the Central Absentee Precinct (CAP) ballots will occur on June 14 and June 17. The Electoral Board agreed that CAP workers do not need to arrive early on June 21, 2022.

6.) Registrar Business:

- a. Changes to the Chief and Poll Workers guide have been printed. The chief's manual is approximately 299 pages front and back.
- b. Precinct equipment and supplies have all arrived. Some items still need to be assembled. DemTech upgraded all poll books (laptops) on Monday, May 16, 2022.

7.) The next meeting of the Frederick County Electoral Board will be Monday, June 27, 2022, at 4:30 p.m.

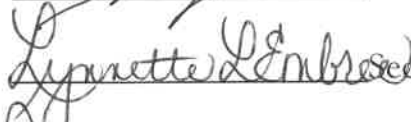
8.) Chairman Marie Straub adjourned the meeting at 5:08 p.m.

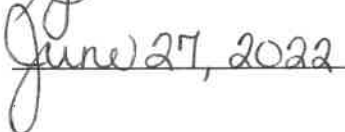
Respectfully submitted,

Lynnette Embree, Secretary

 Chairman

 Vice-Chairman

 Secretary

 Date