



FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

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

22601-5039

Final Minutes Frederick County Electoral Board Thursday, June 1, 2023

The Frederick County Electoral Board met on Thursday, June 1, 2023. Those present were Chairman Mary Strenko, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, and Registrar Rich Venskoske.

Guests included: Sherry Long, David Sparkman, Ben Weber, and Rodney Wine.

- 1.) The meeting was called to order at 8:30 a.m. by Chairman Mary Strenko.
- 2.) A motion to adopt the agenda with an additional closed session included was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson and unanimously approved.
- 3.) A motion to approve the minutes from May 18, 2023, was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
- 4.) A motion to add two additional closed sessions after New Business was made by Vice-Chairman Kay Dawson, seconded by Lynnette Embree and unanimously approved.
- 5.) Vice-Chairman Kay Dawson made a motion to move item #5 on the agenda after the additional closed sessions, seconded by Secretary Lynnette Embree and unanimously approved.
- 6.) Old Business:
 - a. Registrar Rich Venskoske gave the training schedule for the June 20th Republican Primary:
 - i. June 6 – 100 and 200 precincts
 - ii. June 7 – Central Absentee Precinct (CAP)
 - iii. June 8 – 300 and 400 precincts
 - iv. June 9 – 500 and 600 precincts
 - v. June 10 – Make-up training
 - vi. June 16 – Make-up training
 - b. If there is a shortage of officers of election for the June 20 Republican Primary, Deputy Registrars may be needed/used to help at the precincts.

- c. Registrar Venskoske has requested approval from Mike Stewart and Jay Tibbs to move the voting equipment used during the June 20th Republican Primary to the new Sunnyside location on Wednesday, June 21, 2023, instead of returning the voting equipment to the Frederick County Administration Building.

7.) New Business:

- a. Vice-Chairman Kay Dawson made a motion to conduct the General Registrar's annual evaluation before reappointment. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.
- b. Registrar Venskoske presented the Electoral Board with drafts of the voter notices and precinct signs that are being made due to the relocation of several precincts. There will also be media notices of the change of location in the local newspaper, on the local radio stations, on the Frederick County website and on Facebook.

- 8.) Vice-Chairman Kay Dawson made a motion to move Citizen Comments after New Business and before the closed sessions. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.

9.) Citizen Comment:

- a. Rodney Wine expressed his concern regarding the security of the voting equipment at the new Sunnyside location while the facility is still under construction. He also asked that the room number for the Electoral Board meetings be published on the agenda of the meeting. Mr. Wine has also requested a list of Officers of Election for the June 20th Republican Primary and inquired as to letters that were sent to Officers of Elections regarding the June 20th Republican Primary may have been sent to the incorrect address.
- b. Registrar Venskoske noted that if a letter to an Officer of Election had been sent to the incorrect address, after one week the Registrar's Office did reach out by email and phone calls to confirm the OOE could work on June 20th.
- c. David Sparkman noted that his wife had been passed over as an Officer of Election for the past two years. He also stated that, in the past, some precincts had consisted mostly of Democrats and may have included a Father/Daughter Chief and Assistant Chief, who were both Democrats.
- d. Ben Weber, Chair of the Frederick County Republican Committee, presented a proxy letter to Chairman Mary Strenko. Chairman Strenko said she would run this by the legal department.
- e. Sherry Long stated that the Electoral Board has a fiduciary responsibility to have the best person in the General Registrar's position. She also commented that the list of approved Officers of Election needs to be posted after new people are


approved and been through the Human Resources process. This needs to be done each time additional Officers of Election are added.

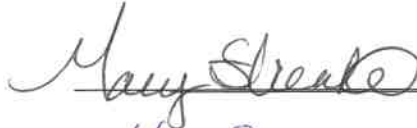
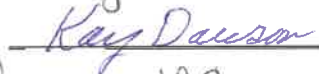
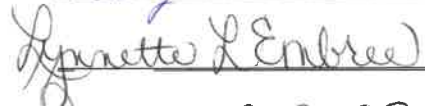
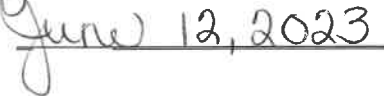
- 10.) A motion to move into closed session to discuss personnel matters was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
- 11.) A motion to come out of closed session was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and passed unanimously. Personnel matters was the only item discussed in closed session.
- 12.) A motion to move into closed session to discuss new Officers of Election was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and passed unanimously.
- 13.) A motion to come out of closed session was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and passed unanimously. New approval of Officers of Elections was the only item discussed in closed session.
- 14.) Vice-Chairman Kay Dawson made a motion to approve two new Officer of Election applications. The motion was seconded by Secretary Lynnette Embree and passed unanimously.
- 15.) Vice-Chairman Kay Dawson made a motion to move into closed session to approve the list of Officers of Election for the June 20th Republican Primary. Secretary Lynnette Embree seconded the motion. The motion passed unanimously.
- 16.) A motion to come out of closed session was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and passed unanimously. The list of Officers of Election for the June 20th Republican Primary was the only item discussed in closed session.
- 17.) Vice-Chairman Kay Dawson made a motion to approve the list of Officers of Election for the June 20th Republican Primary, Secretary Lynnette Embree seconded the motion and the motion passed unanimously. Registrar Venskoske will make phone calls and follow-up with folks who have been appointed.
- 18.) Registrar Business:
 - a. Several schools are currently undergoing some form of construction during the summer, which impacts the precincts. Registrar Venskoske noted each school and what was being done to have a smooth election.
 - b. Registrar Venskoske also noted that in previous Presidential election years, a pin has been purchased for those working that election. He would like to purchase

three hundred pins for the 2024 presidential election. The Electoral Board agreed with the idea.

- c. There is a DemTech app that would allow encrypted data to be transferred from the Precinct Chief's phone to the Registrar's laptop to report election results. This will be investigated further.
 - d. Chairman Mary Strenko will work on the Excel spreadsheet for the call-in report for Election Night Results.
- 19.) The next meeting of the Frederick County Electoral Board will be Monday, June 12, 2023, at 8:30 a.m.
- 20.) A motion to adjourn was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously. The meeting adjourned at 11:03 a.m.

Respectfully submitted,


Lynnette Embree, Secretary

 Chairman
 Vice-Chairman
 Secretary
 Date