



## FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairman

Kay Dawson

Vice-Chairman

Lynnette Embree

Secretary

343 Sunnyside Plaza Drive, Winchester, Virginia

22603

### Final Minutes Frederick County Electoral Board Monday, September 11, 2023

The Frederick County Electoral Board met on Monday, September 11, 2023. Those present were Chairman Mary Strenko, Vice-Chairman Kay Dawson, Secretary Lynnette Embree, Registrar Rich Venskoske and Senior Deputy Registrar Diane Lockhart.

Guests present were Sherry Long – Shawnee; Josh Ludwig – Shawnee; Rani Ludwig – Shawnee; Bryan Nuri - Opequon; Brad Pollack – Shenandoah County; Christine Scarborough – Stonewall; Denise Stollings - Winchester; and Rodney Wine – Shawnee.

- 1.) The meeting was called to order at 3:30 p.m. by Chairman Mary Strenko.
- 2.) A motion to adopt the agenda was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and unanimously approved.
- 3.) A motion to approve the August 14, 2023, minutes was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and unanimously approved.
- 4.) A motion to approve the August 28, 2023, minutes was made by Vice-Chairman Kay Dawson, seconded by Secretary Lynnette Embree, and unanimously approved.
- 5.) Old Business:
  - a. Registrar Venskoske gave an update on the Sunnyside office and what remains to be done.
  - b. Registrar Venskoske gave an update on the budget for the Sunnyside office.
  - c. New voter cards were mailed on September 8, 2023. These cards were notification to the Frederick County voters of a location change for the Frederick County Office of Elections. Total cost to print and mail the new voter cards was approximately \$27,000.
  - d. The process to hire a new part-time person has begun. Registrar Venskoske must go to the Frederick County Finance Committee for funding approval, then the Human Resources Department and, finally, the Frederick County Board of Supervisors. The process could take several months.

6.) New Business:

- a. The Officer of Election Training Guides changes were discussed and will need some updates done to them before the election.
- b. Logic and Accuracy testing will begin on Tuesday, September 12, 2023, at 9:00 a.m. for the machines that will be used for the In-person Early Voting, Preprocessing, and Postprocessing.
- c. Registrar Venskoske gave an update from the Voter Registration Association of Virginia (VRAV) meeting he attended on Friday, September 8, 2023. He also showed the Electoral Board an Election Officer Code of Ethics and Conduct form that had been shared at the meeting. No decision was made on the adoption of this form.
- d. The Virginia Electoral Board Association (VEBA) meeting is Tuesday, September 12, 2023, in Warrenton. Chairman Strenko and Secretary Embree as well as Registrar Venskoske are planning to attend.
- e. Vice-Chairman Kay Dawson made a motion to remove any unaffiliated Officers of Election from the no excuse early voting poll workers. There was no second to the motion; therefore, the motion did not move forward.
- f. Senior Deputy Registrar Diane Lockhart gave the Electoral Board a brief update on the retention schedule and the procedures she takes before destroying official records.

7.) Registrar Business:


- a. A computer for the Electoral Board office has been approved by the IT department and will be ordered.
- b. Registrar Venskoske has contacted the Sheriff regarding a Security Survey for the Sunnyside office.
- c. Registrar Venskoske also gave updates about absentee ballots, a new QR code for applications for Officers of Election, a new envelope for provisional ballots and the new postage meter.



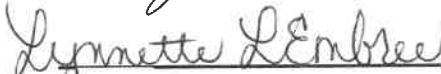

8.) Citizen Comment:

- a. Vice-Chairman Kay Dawson made a motion to allow guests to have an additional three minutes after everyone has spoken one time. There was no second to the motion; therefore, the motion did not move forward.

- b. The Electoral Board heard from: Rodney Wine, Sherry Long, Josh Ludwig, Denise Stollings, and Brad Pollack.
- 9.) Vice-Chairman Kay Dawson made a motion to move into closed session to discuss personnel matters. Secretary Lynnette Embree seconded the motion and the motion passed unanimously.
- 10.) Vice-Chairman Kay Dawson made a motion to come out of closed session. Secretary Lynnette Embree seconded the motion and the motion passed unanimously. The only item discussed was the personnel matter.
- 11.) Secretary Lynnette Embree made a motion to approve nine and decline five applications for Officer of Election positions. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.
- 12.) Vice-Chairman Kay Dawson made a motion to adjourn. Secretary Lynnette Embree seconded the motion. The motion passed unanimously. The meeting adjourned at 5:08 p.m.

Respectfully Submitted,

  
Lynnette L. Embree  
Secretary

 Chairman  
 Vice-Chairman  
 Secretary  
 Date