



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, October 16, 2023

The Frederick County Electoral Board met on Monday, October 16, 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 included: Richard Kennedy, Christine Scarborough, and Scott Straub.

- 1.) Chairman Mary Strenko called the meeting to order at 8:30 a.m.
- 2.) Secretary Lynnette Embree made a motion to adopt the agenda with an amendment to add a closed session after citizen comment. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
- 3.) Secretary Lynnette Embree made a motion to approve the minutes of the September 11, 2023, Electoral Board meeting. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
- 4.) Secretary Lynnette Embree made a motion to approve the minutes of the September 27, 2023, Electoral Board work session. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
- 5.) Secretary Lynnette Embree made a motion to approve the minutes of the October 5, 2023, Electoral Board work session. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously.
- 6.) Old Business:
 - a. Logic and Accuracy Testing is scheduled for October 24 to October 26, 2023. Chairman Mary Strenko will observe the L & A testing on Tuesday, October 24th with Secretary Lynnette Embree observing L & A testing on Wednesday, October 25th. Registrar Venskoske doesn't anticipate that L & A testing will be necessary on Thursday, October 26th as testing may be completed on Wednesday, October 25th.
 - b. The Officer of Election, Assistant Chief and Chief user guides/manuals need to be updated. The Provisional Ballot information is in the most need of updating.
 - c. Central Absentee Precinct (CAP) training is scheduled for Wednesday, October 25th at 1:00 p.m.

- d. The Preprocessing of absentee/mailed ballots will begin on Tuesday, October 31st and continue Friday, November 3, 2023. Starting at 9 a.m. on both days.
- e. The postprocessing of absentee/mailed will occur on Monday, November 13, 2023. Over 700 ballots have been returned as of Monday, October 16, 2023.
- f. ADA Compliance is due to the Commonwealth today. September 1 of each year will be the new ADA compliance deadline in future years.

7.) New Business:

- a. The Officer of Election training will be held on October 24 through October 26, 2023, at 5:00 p.m. each evening.
- b. Officer of Election make-up training is scheduled for October 27th at 5:00 p.m. and additionally on Monday, October 30th at 10:00 a.m.
- c. Election Schedule – The Electoral Board will gather on Wednesday, November 1st at 8:30 a.m. for the purpose of assembling precinct bags. Oaths will be given on Monday, November 6th. A date for extra training for Assistant Chiefs to familiarize themselves with paperwork is yet to be determined.

8.) Registrar Business:

- a. Registrar Venskoske continues to work on hiring an additional part-time person. The Frederick County Finance Committee is scheduled to meet on November 15, 2023.

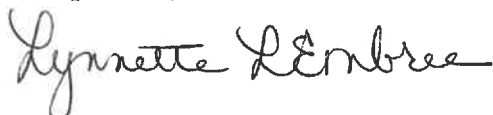
9.) Citizen Comment:

- a. The Electoral Board heard from Ms. Christine Scarborough.

- 10.) A motion to move into closed session for the purpose of approving Officer of Election applications was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and passed unanimously.
- 11.) A motion to return to open session was made by Secretary Lynnette Embree, seconded by Vice-Chairman Kay Dawson, and approved unanimously. All members of the Electoral Board agreed that the only item discussed in closed session was the applications of potential Officers of Election.
- 12.) Secretary Lynnette Embree made a motion to approve eleven applications for Officer of Election positions. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.

- 13.) Secretary Lynnette Embree made a motion to have Registrar Venskoske and the staff fill in the gaps for Officers of Election in the November 7, 2023, General and Special Election. Vice-Chairman Kay Dawson seconded the motion and the motion passed unanimously.
- 14.) Secretary Lynnette Embree made a motion that the Electoral Board recognizes that the November 7, 2023, General and Special Election has some flaws in the selection of Officers of Election and both the Electoral Board and the Registrar's Office will continue improving with future elections.
- 15.) The next Electoral Board meeting is scheduled for Monday, November 20, 2023, at 8:30 a.m. and the December Electoral Board meeting will be held on Monday, December 18, 2023, at 8:30 a.m.
- 16.) Secretary Lynnette Embree made a motion to adjourn the meeting. Vice-Chairman Kay Dawson seconded the motion. The motion passed unanimously, and the meeting adjourned at 10:00 a.m.

Respectfully submitted,

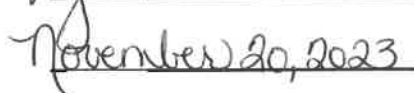


Lynnette L. Embree
Secretary

 Chairman

 Vice-Chairman

 Secretary

 Date