



FREDERICK COUNTY ELECTORAL BOARD

Mary Strenko

Chairperson

Kay Dawson

Vice-Chairperson

Lynnette Embree

Secretary

343 Sunnyside Plaza Drive, Winchester, Virginia

22603

Final Minutes Frederick County Electoral Board Monday, December 11, 2023

The Frederick County Electoral Board met on Monday, December 11, 2023. Those present were Chairperson Mary Strenko, Vice-Chairperson Kay Dawson, Secretary Lynnette Embree, and Registrar Rich Venskoske.

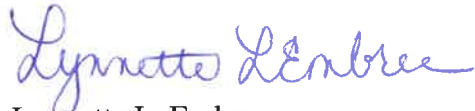
Guests present: Sherry Long and Rodney Wine

- 1.) Chairperson Mary Strenko called the meeting to order at 8:30 a.m.
- 2.) A motion to adopt the agenda with an additional closed session was made by Secretary Lynnette Embree, seconded by Vice-Chairperson Kay Dawson, and passed unanimously.
- 3.) Secretary Lynnette Embree made a motion to postpone the approval of the November 20, 2023, minutes. Vice-Chairperson Kay Dawson seconded the motion and the motion passed unanimously.
- 4.) Old Business:
 - a. Final thoughts of the November 7, 2023, Election Day were shared.
 - b. The 2024-2025 budget has been submitted. Most expenses increased.
- 5.) New Business:
 - a. Oaths for the 2024 Officers of Election will be given on Tuesday, January 23rd at 3:00 p.m., Wednesday, January 24th at 5:00 p.m. and Thursday, January 25th at 6:00 p.m. Other days and times will be scheduled as needed.
 - b. Early voting for the March 5, 2024, Presidential Primary will begin on Friday, January 19, 2024.
- 6.) Registrar Business:
 - a. The VRAV regional meeting will be held on Friday, December 15th in Loudoun County. This is a joint meeting of VRAV and VEBA.
 - b. Registrar Venskoske is inquiring about Excel training for one or two Electoral Board members. This training is necessary to assist in Election Day results.

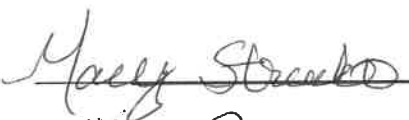
- c. Registrar Venskoske has certificates for the winners of the November 7, 2023, General Election which will be delivered to the Clerk of Court and the Scholl Board.
 - d. The Return Bulk Mail permit cost will be approximately \$1,220 for the coming year. The postage machine and permit are necessary for absentee ballot returned mail.
 - e. The VEBA annual meeting will occur March 17 – 19, 2024, at the Homestead.
 - f. A Risk-Limiting Audit (RLA) will occur in 2024. Localities are subject to a RLA at least once every five years.
 - g. Registrar Venskoske informed the Electoral Board that some Presidential Primary costs are refundable from the Commonwealth.
 - h. Registrar Venskoske is planning to attend the Board of Supervisors meeting on December 13, 2023. Two items of interest on the agenda are the replacement of Shawnee Supervisor and its subsequent election as well as approval/disapproval of the part-time help request for the Office of Elections and funding for the Presidential Primary Election.
- 7.) The Electoral Board and Registrar Venskoske heard from Sherry Long and Rodney Wine.
- 8.) A motion to go into closed session was made by Secretary Lynnette Embree, seconded by Vice- Chairperson Kay Dawson, and passed unanimously.
- 9.) A motion to come out of closed session was made by Secretary Lynnette Embree and seconded by Vice- Chairperson Kay Dawson. The motion passed unanimously with all members of the Electoral Board and Registrar Venskoske agreeing that the only item discussed was the applications for new Officers of Election.
- 10.) Secretary Lynnette Embree made a motion to approve five of the six applications for Officers of Election. The motion was seconded by Vice- Chairperson Kay Dawson and passed unanimously.
- 11.) A motion to go into closed session to discuss personnel matters was made by Secretary Lynnette Embree, seconded by Vice- Chairperson Kay Dawson, and passed unanimously.
- 12.) A motion to come out of closed session was made by Vice- Chairperson Kay Dawson and seconded by Secretary Lynnette Embree. The motion passed unanimously with all members of the Electoral Board and Registrar Venskoske agreeing that the only item discussed was personnel matters.

- 13.) The next Electoral Board meeting is scheduled for January 8, 2024, at 8:30 a.m.
- 14.) A motion to adjourn was made by Secretary Lynnette Embree and seconded by Vice- Chairperson Kay Dawson. The motion passed unanimously. The meeting adjourned at 10:35 a.m.

Respectfully submitted,

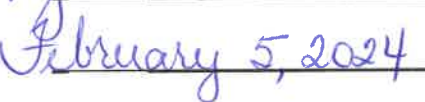


Lynnette L. Embree
Secretary

 Chairman

 Vice-Chairman

 Secretary

 Date