



FREDERICK COUNTY ELECTORAL BOARD

Kay Dawson	Chairman
Paige Manuel	Vice-Chairman
Mary Strenko	Secretary
343 Sunnyside Plaza Drive, Winchester, Virginia	22603

Final Minutes
Frederick County Electoral Board
Tuesday February 4, 2025

The Frederick County Electoral Board met on Tuesday February 4, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Registrar Rich Venskoske.

Visitors Present: Pamela Kennedy, Sherry Long, Delores Stottlemeyer, Linda Whitacre, and John Ireland.

- 1.) Chairman Kay Dawson called the meeting to order at 9:00 a.m.
- 2.) A motion was made by Vice-Chairman H. Paige Manuel and seconded was made by Secretary Mary Strenko to adopt the agenda. The motion was approved unanimously.
- 3.) Minutes from January 13th were moved by Vice-Chairman H. Paige Manuel, seconded by Secretary Mary Strenko, and approved unanimously.
- 4.) Old Business
 - a. Security Camera and CCTV Updates
 1. A new 32-inch CCTV TV has been installed in the lobby.
 2. A total of six different camera views are currently operational.
 3. Integration with the fire and rescue department's system once their setup is complete.
 4. Aim to have reciprocal viewing controls for better monitoring.
 5. Enhance security by monitoring different angles outside the building.
 6. Current limitations in viewing capabilities when the sheriff's department needs access.
 7. Ongoing efforts to improve accessibility and functionality of the security system.

5.) New Business

- a. Officers of Election approval for 2025
 1. During the first week of February, the Electoral Board must approve the List of Officers of Election for the year.
 2. The Republican Party Chair provided a list, to the Electoral Board members, of his recommended Officers for the year. This was the same list he sent in January of 2024.
 - a) Using his list from 2024 revealed:
 - That 18 Officers had resigned last year
 - That 24 Officers were now inactive for failing to retake their other in 2024
 - That one officer had requested to be Temporarily Inactive
 - That two names were incomplete
 - b) A total of only 103 active officers were identified from his list of 148.
 - c) Issues Identified:
 - Incomplete and outdated information from the Republican list of Officers.
 - No list from the Democratic Party Chair.
 - d) Resolution:
 - A motion was made by Vice-Chairman H. Paige Manuel and seconded by Secretary Mary Strenko to approve the General Registrar's list of Poll Workers from his database in Integra as the official list.
 - b. The Electoral Board agreed to notify The Republican Party Chairman about the inconsistencies and issues with his list.
 - c. List Maintenance and Voter Registration
 1. The approved list of Poll Workers are made up of 55 Democrats, of 102 Republicans, and of 92 Unaffiliated
 2. Concerns:
 - a) Chairman Dawson addressed her concern about the high number of unaffiliated poll workers limiting party representation.
 - b) Future Considerations:
 - Implement statutory limits on unaffiliated poll workers.
 - Increase Republican representation due to higher numbers in the county.

d. Local Election Security Standards (LESS)

1. Annual Review and Approval by the 1st of May
2. Focus on IT security, staff training, and policy compliance.
 - a) Current Status:
 - In progress with most standards passed from last year.
 - Pending issues include compliance with Frederick County IT policies on breach disclosures.
 - b) Upcoming Actions:
 - A meeting between the General Registrar and IT is scheduled for March.

e. Web Updates

1. Recent Changes:
 - a) Chairman Dawson had requested that the General Registrar update a few headers/titles on the Departments webpage, thinking that it would help using navigate better.
 - b) Those changes have been implemented.
2. Ongoing Tasks:
 - a) Uploading sample ballots by precinct when available.
 - b) Adding June Primary schedule when available.
3. Future Enhancements:
 - a) Continuous updates based on feedback from the Electoral Board and users to maintain accurate and user-friendliness.

f. June Primary Schedule

1. Current Status:
 - a) Only a few candidates have filed for the six seats that will be on the November Ballot.
2. Local Candidate Primary Procedures:
 - a) Discussion on methods (e.g., firehouse canvassing vs. State Primary Ballot).
3. Filing Deadline:
 - a) June 17th for November Election candidates.

6.) Registrar Business

a. New Employee Update

1. Job Postings:
 - Nearly 1,000 views with around 13 applicants recently.

- Training
- Utilize parts of training manuals from other counties to enhance our own training programs.

b. Bills and Resolutions:

1. Pending Legislation:
 - a) Party Identification Options: Expanding choices for local candidates.
 - b) Electoral Board Duties: Clarifying responsibilities and certification processes.
 - c) Civil Penalties: Imposing penalties on the Electoral Board for failure to certify elections.
 - d) Voter Registration Period: Proposing to shorten the closing period from three weeks to two.
 - e) Absentee Voting Regulations
 - Reducing voting period from 45 days to 14 days
 - Modifying identification requirements
 - High School Voter Registration: Introducing parent consent requirements for preliminary registrations
2. Implications:
 - a) Changes may streamline processes but require adjustments in current practices.
 - b) Increased compliance and potential for civil penalties necessitate thorough understanding and adaptation.

c. Voter Purge

1. 2,135 voters purged from Frederick County for inactivity.
 - a) Public posting of purge notices at the courthouse.
 - b) Mailing certified true copies to both party chairs.

7.) Citizen Comments

- a. Concerns Raised
 1. Staff Training and Knowledge:
 - a) Lack of comprehensive training for Office of Election staff leads to misinformation.
 2. Safety and Traffic Management:
 - a) Issues with traffic flow and parking lot management during election periods.
 - b) Suggestions for one-way traffic routes and additional handicap spots.
 3. Meeting Minutes:
 - a) Lack of inclusion of citizen comments in official minutes.

8.) The next meeting of the Frederick County Electoral Board will be held on Tuesday, March 4, 2025, at 9:00 a.m. in the Registrar's Office.

9.) A motion to adjourn was made by Vice-Chairman H. Paige Manuel, seconded by Secretary Mary Strenko and passed unanimously.

Respectfully,

Mary Strenko, Secretary

Kay Dawson Chairman
H. Manuel Vice-Chairman
Mary Strenko Secretary
2/5/25 Date