



FREDERICK COUNTY ELECTORAL BOARD

Kay Dawson
H. Paige Manuel
Mary Strenko
343 Sunnyside Plaza Drive, Winchester, VA

Chairman
Vice-Chairman
Secretary
22603

Final Minutes Frederick County Electoral Board Tuesday, March 4, 2025 09:00 a.m.

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

Also present were Pamela Kennedy, Delores Stottlemeyer, Linda Whitacre, and Nanci Bowers.

1. Chairman Kay Dawson called the meeting to order at 9:00 a.m.
2. Secretary Mary Strenko made a motion to make an amendment to the agenda to add a closed session.
3. A motion to approve the minutes from February 4, 2025, was made by Vice-Chair Paige Manuel and seconded by Secretary Mary Strenko.
4. Old Business
 - a. The Electoral Board approved the Officers of Election list for 2025. Certified copies were sent to both the Republican and the Democratic party chairs. No acknowledgments were received, presumed delivered.
 - b. Voting Center – F&R use: Infrastructure Updates, the Fire and Rescue section nearing completion. Installation of a networking, separate HVAC, electrical breaker box, and a large medical type safe. External cameras and new lighting. Fire and Rescue requested use of the room for training. Scheduled twice a week this month, including two Saturdays from 9 to 11 AM.

c. Parking Lot Remodeling: Parking lot renovation included in next year's budget; improvements to traffic flow, drainage, and signage; designated handicapped parking spaces; (one exclusively for Fire and Rescue, two for general use); potential for one-way traffic flow and reorganization of parking spaces.

d. LESS first section due March 1, 2025: Closed Session on Training Requirements. Discussion on mandatory training and remedial actions related to new password and storage protocols. Deadlines are set for April 1st for remedial plans and May 1st for final actions.

e. Changes to the Webpage: Ongoing updates to the organization's web pages. Suggestions made to improve navigation and information accessibility. Emphasis on balancing information availability without overcrowding the main page. Proposal to highlight training manuals for Officers of Election (OOEs).

f. Dual-Party Primary Called: Current Candidates. Two candidates running for Shawnee School Board: Dody Stottlemeyer and Chris Grassmuck. Two candidates running for Stonewall Board of Supervisors: Lance Armstrong and Joseph Brand. Filing Requirements: Candidates must submit their Primary filing fees to the County Treasurer, and their Petitions to their Party Chairs by April 3rd.

g. State-Level Primary Overview: Three Republicans running for Governor: Winsome Sears, Dave LaRock, and Amanda Chase. One Democrat (Spanberger) and one Independent also running for Governor. Seven candidates running for Lieutenant Governor.

5. New Business

a. Email Communications: Emphasis on the need for acknowledgment of emails sent by the General Registrar to the Elector Board. Importance of timely agenda submissions and acknowledgments to ensure smooth meeting preparations.

b. Electoral Board Responsibilities: Coordination with GIS for map updates and website changes. Importance of proactive communication regarding website modifications.

6. Registrar Business

a. Hiring new employee update: Deputy Registrar Trevor Teirney started on March 17th. The General Registrar and the two Deputies have been working on a comprehensive training manual to make his transaction more transparent.

b. Miscellaneous:

1) Ensure future agenda modifications are communicated promptly and require proper motions and approvals. Acknowledge receipt of emails and agenda submissions to maintain effective communication.

2) Training Sessions Schedule comprehensive training sessions for new and existing Election Officials. Incorporate manufacturer videos and hands-on troubleshooting into training.

3) Website enhancements to include AI-generated suggestions to improve website navigation and information accessibility. Highlight training manuals and election dates prominently on the main page.

4) Finalize and submit ballot drafts to the printer once approved by the state. Coordinate with programmers for early voting BOD and folded ballots.

5) Assist candidates in filing requirements. Monitor and support the Primary Election process to ensure compliance and readiness.

6) Complete mandatory security training as required by the state.

7. Citizen Comment

8. Secretary Mary Strenko made a motion to go into closed session to discuss a new OOE application (Va. Code § 2.2 – 371 (A)(1)). Vice-Chairman H. Paige Manuel seconded the motion, and the motion passed unanimously.

9. Secretary Mary Strenko made a motion to come out of closed session. Vice-Chairman H. Paige Manuel seconded the motion. The motion passed unanimously.

10. Vice-Chairman H. Paige Manuel made a motion to accept the OOE application, Secretary Mary Strenko seconded the motion, and the motion passed unanimously.

11. Secretary Mary Strenko made a motion to go into a closed session to discuss the LESS Remediation Plan and Acknowledgment. Vice-Chairman H. Paige Manuel seconded the motion. The motion passed unanimously.



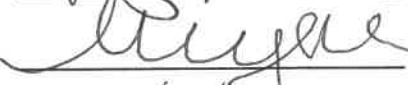
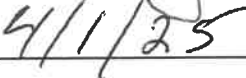
12. Secretary Mary Strenko made a motion to come out of closed session. Vice-Chairman H. Paige Manuel seconded the motion. The motion passed unanimously.

13. The next meeting of the Frederick County Electoral Board will be held on Tuesday, April 1, 2025, at 9:00 a.m. in the Registrar's Office

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

Respectfully,

Mary Strenko,
Secretary

	Chairman
	Vice-Chairman
	Secretary
	Date