



## FREDERICK COUNTY ELECTORAL BOARD

Kay Dawson

Chairman

H. Paige Manuel

Vice-Chairman

Mary Strenko

Secretary

343 Sunnyside Plaza Drive, Winchester, VA

22603

### **Final Minutes**

#### **Frederick County Electoral Board**

**Tuesday, April 1, 2025**

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The Frederick County Electoral Board met on Tuesday, April 1, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Registrar Rich Venskoste.

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. A motion to approve the agenda was made by Vice-Chairman Paige Manuel and seconded by Secretary Mary Strenko and was approved unanimously.
3. A motion to approve the minutes from March 4 and March 20, 2025, was made by Vice-Chairman Paige Manuel and seconded by Secretary Mary Strenko and was approved unanimously.
4. Old Business
  - a. Dual Primary Update – Status: Continuing as a Dual-Party Primary.
  - b. Upcoming Dates: Early Voting – May 1 thru June 14, 2025. L&A (Logic and Accuracy) scheduled for Tuesday April 22, 2025, doing equipment for Early Voting only.

c. Ballots – Two separate ballots for Republicans and Democrats. Voters must declare their party affiliation before getting a ballot.

d. Roberts Rules of Order Discussion: Whether to require a second for motions. Chairman Dawson stated that some Electoral Boards require a second motion, while others, like Fairfax County, do not. Discrepancy with Fairfax County does not follow Roberts' Rules of Order despite state guidelines supporting them. A decision to stick to the agenda and defer further discussion on Roberts' Rules of Order.

e. Absentee Ballots: Absentee ballots categorized as Republican, Democrat, and General only. Potential for a significant number of absentee voters not selecting a party, limiting them to November ballots. Ballot Quantity Planning: Election Day Ballots: 8% increase Mail-Out Ballots: 4% increase Final Proposal: Election Day: 20% for Red Bud, 30% for Shawnee, 30% for Stonewall, 20% for Gainsborough, 20% for Back Creek, 20% for Opequon. Mail-Out: 10% for all areas. Approved unanimously.

f. Interaction with School Board and Fire Company- School board: contacted regarding Election Day requirements. Ensured reservation of schools for voting. Addressed past issues with school scheduling affecting elections. Fire House: Incident reported where Republican Party's tent was destroyed by wind. Fire Company expressed concerns about future use of fire halls for voting. Assured immediate attention to such issues to maintain good relations.

## 5. New Business

a. Cost and Budget: Sufficient funds available for Primary Election except for poll worker expenses. Request made for \$50,000 to cover poll worker pay. Consideration of reallocating funds from other line items if necessary. Finance Committee on April 16th to discuss the budget request.

b. Executive Order and Citizenship Requirements: New executive orders enforcing citizenship requirements for voters. Potential impact on voter registration processes. Challenges in implementing new documentation requirements. Difficulty for existing voters to re-register if required. Potential increase in administrative burdens and costs. Impact on voter eligibility and participation.

c. Election Equipment Recertification - Recertification of election equipment with the Election Assistance Commission (EAC) required within 180 days. High costs associated with certifying and recertifying equipment. Technical and logistical hurdles in meeting certification standards. Uncertainty about the feasibility and timeline for equipment recertification.

## 6. Registrar Business

a. Certification and Operational Challenges - Ensuring that numbers on tapes match reported figures through rigorous checks and balances. Long working hours (16-hour days) lead to fatigue. Poor lighting conditions causing errors in number recording. Frequent occurrences of number mismatches and overlooked details. These challenges can extend the certification process by several days due to the need to rectify mistakes.

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

c. Precinct and Voter Distribution - Total Voters: 71,000. Total Precincts: 29 plus CAP. Comparison of precinct sizes and voter distribution. Importance of understanding precinct demographics for election planning.

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

7. Citizen Comment - Linda's Comments: Early Voting Experience: OOE's should work at least one Early Voting Day to gain necessary experience.

Voter Communication: Avoid confusing voters by not announcing precinct numbers; instead, verify based on registration details.

Voter Interaction: Repeating precinct information can lead to voter confusion and hostility.

Sherry's Observations: Ballot Handling: Importance of poll workers verifying precinct information against printed ballots.

Training Suggestions: Extend screen visibility during ballot printing to aid verification. Meeting


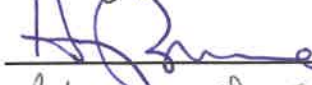
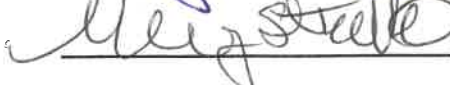
Recording: Recommendation to record meetings for transparency.

8. The next meeting of the Frederick County Electoral Board will be held on Tuesday, May 6, 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

	Chairman
	Vice-Chairman
	Secretary
<u>June 3, 2025</u>	Date