



## 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, June 3, 2025

09:00 a.m.

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The Frederick County Electoral Board met on Tuesday, June 3, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Registrar Rich Venskoske.

Also present were Pam Kennedy, Dody Stottlemeyer, Lander B. Manuel, Tim Reagon, David Bicking, and Sara Bicking

1. Chairman Kay Dawson called the meeting to order at 9:00 a.m.
2. A motion was made by Vice-Chairman Paige Manuel to approved of the agenda and approved by all.
3. A motion was made by Vice-Chairman Paige Manuel to approve the minutes of May 6, 2025, and approved by all.
4. Old Business
  - a. Officers of Election (OOE) Training Schedule - Training starts on June 3 and runs through June 5, with a makeup session on June 10. Trainings run from 5:00 p.m. to approximately 8:00 p.m. Registrar Venskoske modified the training by creating two sessions. The first session is an introduction to the OOE expectations and responsibilities, while the second is specific to chiefs and assistant chiefs. Key emphasis on organizing materials (envelopes and forms), using checklists, and correcting recurring mistakes (envelope completion, form

signatures, etc.). Chiefs' session focuses on common errors, forms, and "avoiding conspiracies" (maintaining focus and procedural clarity). No assigned seating; general seating for flexibility. Chiefs and Assistant Chiefs are required to stay after the general session for targeted instruction. One important issue to note: the OOE's often fail to follow the labeled instructions on the envelopes, therefore forms are often found in the wrong envelopes which impact locating forms during post-processing and canvass.

b. Electoral Board Training Involvement - An agreement that each Electoral Board member will attend at least one session to help with check-in and participation. Continue to reinforce usage of tools and checklists for OOE's. Chairman Dawson is available tonight (June 3), the Vice-Chairman will attend tomorrow (June 4), Thursday covered as needed. Consensus for all board members to be present for introductory remarks.

c. A discussion on the adoption and clarification of Robert's Rules of Order and which edition of Robert's Rules would be followed for board procedures centered on avoiding confusion caused by referencing different editions or selectively citing paragraphs. A motion passed to formally adopt Robert's Rules of Order, 12th Edition, published September 1, 2020, as the official parliamentary authority for the Electoral Board. A motion was made to purchase several copies for the Electoral Board and Registrar's staff to use.

d. Exploring the benefits and costs of Integra - Election Management System Software used for the tracking of OOE's, OOE payroll, communications, and scheduling. Superior to prior use of Excel/Access due to networking/sharing limitations, real-time updates, bulk messaging, attendance tracking, and precinct assignments. Excellent ongoing support and responsive customer service from their tech support. Some concerns about user emails (especially Yahoo) flagging Integra messages as spam; currently mitigated by consistently marking as "not

spam." The board agrees some email issues are the nature of bulk email, with a commitment to help individuals as needed.

e. Discussed statutory requirement and practical reality of setting and documenting CAP hours for absentee ballot pre-processing and Election Day activities. Historical practice of setting flexible, needs-based hours; previous resolutions referenced, with clarification from the state election code. The board approved a motion to continue flexible hours for CAP, in compliance with law and operational needs. Time set for CAP to meet at necessary intervals between Tuesday (June 10), Friday (June 13), and Election Day, as workload demands.

f. Election Canvass and Provisional Canvass scheduled: Wednesday, June 18, from 12:00 p.m. until about 4:30 p.m. The office will be closed on Thursday, June 19 in observance of the Juneteenth holiday. The Provisional Canvas is to start on Friday, June 20, at 9:00 a.m. All Same Day Registrations must be processed before the Provisional Canvass can take place. ELECT has given all localities until 5:00 p.m. on Friday to complete them all. Frederick County is not expected to have anywhere near what we had in November so an earlier meeting is planned but could be delayed if Provisionals are not completed.

g. Abstracts are due Monday, June 23, at 4:30 PM to ELECT, but due to medical reasons by one of the board members they will not be signed until Tuesday June 24, 2025.

h. Miscellaneous: Early Voting numbers as of June 3: approx. 230–240 In-Person Early Voters. Approximately 750 absentee ballots have been returned. Equipment (bags, ballots, boxes) is ready for the Electoral Board to finish loading. Once the L&A Testing, which is scheduled for June 10 and 11 is completed ballots will need to be put in the bottom of each DS200. Mary will assist on June 10 and Paige, possibly on June 11. Election Day laptops preparation and the printing of all 38 paper poll books are scheduled for Sunday,

June 15 (Father's Day). Machine Techs Jim and Dave, Secretary Strenko, and Registrar Venskoske will start at 8 a.m. on this task.

## 5. New Business

a. Staffing & Equipment Needs/Challenges - Several precincts are now running with minimal OOE's due to recent dropouts (e.g., 503 and 604). Adjustments have been made from other precincts; backup plans in place for locations with two precincts and lower expected turnout. Approximately 25 OOE's have dropped out since their original assignments for miscellaneous reasons. Discussion of envelope/box size and assignments for one-party and low-turnout precincts to minimize unnecessary costs.

b. Logic & Accuracy Testing and Personnel and Backups – L&A is critical for election integrity; currently performed by two trained, part-time election techs (Jim and Dave). Both have cross-trained coverage, and documentation is robust. Registrar Venskoske and, in an emergency, the Electoral Board could step in if both are unavailable. Continue to formalize procedures for emergencies or future personnel turnover.

## 6. Registrar Business

a. Budget and Finance - Clarified supplemental budgeting for primaries – Primary Elections are not included in annual budgets; must be requested from the County Finance Committee and Board of Supervisors as needed. The Registrar requested \$50,000 for the Officers of Election pay; unused funds are returned to the county. Additional election costs (rental trucks, mileage, machine crew, ballots, overtime, Early Voting, etc.) come from other budget allowances; full election cost could reach between \$70,000–\$80,000. Emphasis on transparency and proper reporting in meeting minutes for public understanding. Upcoming need for possible machine replacements (ES&S -ExpressVote and DS200s aging; replacement cost estimated at \$500,000+). Consider adding a written explanation of budget process to public meeting minutes. Begin strategic briefings with Finance Committee and Board of Supervisors on the lifecycle and

replacement planning for election equipment after this election/before next budget cycle.

7. Citizen Comment

Positive feedback on new training approach; suggestion to orientation for chiefs on exactly which supplies are delivered, and which need to be picked up and returned. Ongoing issues with Integra emails directed to spam folders; staff to continue supporting individual recipients. Encouragement to clarify the supplemental budget process in meeting records. Public concern about succession planning for L&A Testing roles and clarity on Board/Registrar involvement with equipment on Election Day.

8. Attachment: Scheduled/Follow-Up Meetings & Key Dates is attached.

9. Closing - Meeting adjourned at 10:15 a.m.

Respectfully,

Mary Strenko,  
Secretary

Kay O'Connell <sup>8-11-25</sup> Chairman  
[Signature] Vice-Chairman  
Mary Strenko Secretary  
11 Aug 25 Date