



FREDERICK COUNTY ELECTORAL BOARD

Kay Dawson

Paige Manuel

Mary Strenko

343 Sunnyside Plaza Drive, Winchester, Virginia

Chairman

Vice-Chairman

Secretary

22603

Final Minutes

Frederick County Electoral Board

Tuesday August 5, 2025

The Frederick County Electoral Board met on Tuesday August 5, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Registrar Rich Venskoste.

Visitors Present: Pamela Kennedy, Delores Stottlemeyer, David Bicking, Sara Bicking

- 1.) Chairman Dawson called the meeting to order at 9:00 a.m.
- 2.) Chairman Dawson made a motion to add a discussion of "Undeliverables" to the agenda and Secretary Strenko made a motion to add a third closed session (Personnel Issues) to the agenda. Both were seconded and passed. A motion was made by Vice-Chairman Manuel to adopt the agenda. The motion was approved unanimously.
- 3.) Minutes from June 3, 2025, were moved by Vice-Chairman Manuel, and approved unanimously.
- 4.) Chairman Dawson made a motion to delay the approval of the minutes from June 18 & 20, 2025 due to her wanting more time to review them.
- 5.) **Old Business:**
 - a. A review of mistakes made during recent election cycles (esp. by new chiefs and officers) to include.
 1. Incorrect placement of security seals and labels on envelopes, jeopardizing envelope integrity.
 2. Chiefs returning Express Vote machines on election night, not proper procedure.
 3. Multiple incidents where voters were not properly checked in on laptops, systemic error due to incorrect process.
 4. Consensus: Most issues due to training gaps and possibly training fatigue or format issues (after-hours, long sessions).

c. Community Engagement/Early Voting Promotion

1. Event planning led by Deputy Registrar Lassiter: aim to boost Early Voting turnout and community awareness. Tentative event dates: September 15 or 16 (just before Early Voting starts on the 19th). Plan for music, balloons, food (breakfast items, 9–11am), school outreach (essay/art contests), and collaboration with party chairs, schools, civic organizations, businesses, media. Targeted outreach for updated registration forms, and engagement with assisted living facilities. The objective would be to make Early Voting a highly visible, celebrated and educational community event.

d. Facilities and Renovation

1. Proposed \$700,000 county contract to gut and remodel adjacent buildings (considered excessive). Alternatively, less expensive bids are being sought (mostly to improve accessibility, storage, odor, and kitchen/bathroom facilities).

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

9.) Closed Session to discuss the Chairman's Undeliverables, (VA. Code 2.2-3711(A)(1).

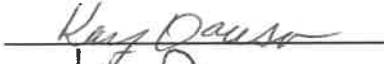

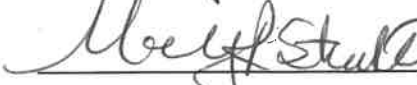
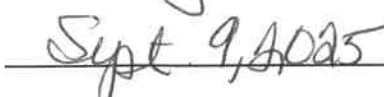
10.) Closed Session to review OOE applications, (VA. Code 2.2-3711(A)(1).

11.) Closed Session to hold the General Registrar's Annual Review, (VA. Code 2.2-3711(A)(1)

12.) Closing - Meeting adjourned at 11:30 a.m.

Respectfully,

Mary Strenko,
Secretary

 Chairman
 Vice-Chairman
 Secretary
 Date