



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 October 7, 2025

The Frederick County Electoral Board met on Tuesday, October 7, 2025. Those present were Chairman Kay Dawson, Vice-Chairman H. Paige Manuel, Secretary Mary Strenko, and Registrar Rich Venskoske.

Visitors Present: Pamela Kennedy, Fred Gronduis, and Dody Stottlemeyer

1. Chairman Kay Dawson called the meeting to order at 9:00 a.m.
2. September 9th and 26, 2025 meetings minutes approved without dissent.
3. Rules for proceeding with the meeting reaffirmed.
4. **Old Business:**
 - A. **Absentee Ballots:** Approximately 3,400 have been mailed at this time. About 1,000 already returned with about 200 coming back yesterday. A very good turnout compared to previous years. Issues continue with voters moving out of Frederick County after requesting ballots. This leads to cancelled registrations and votes potentially not being counted. Confusion occurs when voters request absentee ballots but come to vote in-person before receiving them. Election workers sometimes mishandling "goldenrod" forms (should be using Provisionals instead). Handling ballots in these ambiguous situations creates risks that provisional votes don't get counted but voters are credited as having voted.
 - B. **On-Site Early Voting:** Staffing 70 people, many first-time poll workers. So far, the turnout has been good. We had 1,400 voters in the first 3 days. Current daily average is over 300. June's entire primary had about 300 voters. Steady turnout, better participation than recent Primaries means less voters and less issues on Election Day.

- C. **Polling Site Logistics (Greenwood School):** Difficult accessibility for curbside voting; complicated traffic patterns and physical barriers. After more research it was discovered that a lift gate can be opened for direct access. "Jersey walls"(barriers) at the site are plastic and filled with sand, so they are movable with some effort. Coordination required with school principal and board members to assist with moving barriers. Agreement that this solution should markedly improve accessibility for elderly and mobility-impaired voters.

5. New Business:

- A. **CAP (Central Absentee Precinct)** Flexible schedule authorized by board as in previous years. Proposed processing starts October 21, 2025, to "get their routine down early" and reduce last-minute pressure. Mandatory processing days: October 28th and 31st. If work isn't completed by end of 31st, CAP must work Saturday, November 1, 2025, to finish. Election Day, November 4 flex hours, depending on ballot volume. 10 a.m. November 7th Post-processing (drop box returns, late-arriving ballots). CAP poll workers may adjust hours inside these windows if workload dictates.
1. **Staffing, Training, and Election Officer Assignments:** Training Schedule for the OOE (Officer of Election) for October 21, 22, 23 at 5:00 PM. - Makeup training: Thursday, October 9 at 2:00 PM. Staffing levels for some OOE's and chiefs have dropped, but replacements have been assigned. - Party "parity" standards are attempting to be met as well as possible given an overall shortage of Democrat-affiliated poll workers and Independents used as needed, which is compliant with law. – New OOE's are being oriented; an effort is made to prevent an overload of "new" Poll workers at any one precinct.
 2. **Early Voting Turnout:** Discussions about Early Voting, last two weeks normally see a significant jump in lines outside the door in high-turnout elections. Many early voters are elderly or retirees.

6. Registrar Business:

- A. **Facility Issues and Registrar's Office:** Voting facility concerns are ongoing complaints about conditions. Contractor solutions disallowed due to state bidding law; county maintenance cites legal restrictions. Raise safety and poll worker welfare concerns.
- B. **Third-Party Absentee Ballot Applications:** The main problem is that many voters receive duplicate absentee ballot applications from outside groups using the registrar's return address. Most often missing information i.e. ssn, signatures, etc. leads to most denials, extra processing, and voter frustration. If a new application is processed, the previous application can be cancelled leading to more confusion if a ballot is already sent. Registrar Venskoske mentioned that the staff must manually intervene in each such case in the system if conflicts arise. Law nominally requires such third-parties to disclose their contact info on mailers, but compliance appears spotty.
- C. **Political Signage at Polling Places:** No campaign signs before 12:01am on November 4 and all signs must be removed by 11:59pm. This is Frederick County Public School Policy. Party chairs were reminded directly, but this seems to do little to halt candidates from posting their signs the night before.

7. Major DEADLINES & DATES:


Oct 21, 22, 23 OOE training 5:00p.m.
Oct 21, 23 CAP processing
Oct 24 Last day to request absentee ballot by mail
Oct 24 Last day to register to vote
Oct 25, Nov 1 Early Voting Saturdays
Oct 28, Oct 31 Mandatory CAP Pre-processing
Nov 4 Tuesday Election Day
Nov 7 CAP Post-processing
Nov 12 Certification of Abstracts

8. **Public Comments:** Fred: Requested that manuals/trainings be updated to clearly instruct officers to accept the DMV mobile app as valid identification. Registrar Venskoske confirmed intent to update materials. Dody: Asked about the reconciliation process for AB ballots when CBV voters vote in person despite receiving a mailed ballot. Clarified record-keeping and incident reporting—incident log is updated if a voter mistakenly casts a regular ballot when they should have cast provisional, and numbers are reconciled via the incident report.


9. Secretary Strenko made a motion to adjourn. Vice-Chairman Manuel seconded the motion. Motion passed.

Respectfully submitted,


Mary Strenko
Secretary



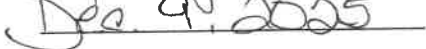
Chairman



Vice-Chairman



Secretary



Date