

**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
August 31, 2017 Electoral Board Meeting Minutes  
Amended October 6, 2017**



**Brenda F. Cabrera**  
Director of Elections  
General Registrar

**Electoral Board**  
Secretary: Richard Herrington  
Chairman: Dean Ross  
Vice Chairman: Curt Chandler

**CALL TO ORDER**

The Secretary called the meeting to order at 10:05 a.m.

**PRESENT**

Richard Herrington, Secretary; Tom Ross, Chairman; Curt Chandler, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections.

**APPROVAL OF MINUTES JULY 19, 2017 ELECTORAL BOARD MEETING**

The Chairman asked that a motion be presented to approve the minutes of the July 19, 2017 EB meeting as written. The Vice Chairman stated there were corrections needed and presented those corrections for consideration. The Secretary agreed and corrected minutes will be presented at the next Board meeting.

**VOLUNTEERS NEEDED – BALLOT COUNTING AND PACKAGING**

The Secretary stated ballots for the Special Election for City Council needed to be counted and packaged in preparation for the election on September 12 and asked if other Board members might be available to assist so the GR staff could devote their time to other endeavors. The Vice Chairman volunteered to assist the Secretary.

**VEBA MEETING VINT HILL VA SEPTEMBER 18, 2017: UPDATE BY SECRETARY**

The Secretary reported Delegate Bulova respectfully declined the invitation as he had a previous event planned with the Boy Scouts. The office of Senator Petersen had not yet responded and the Secretary indicated he did not believe the Senator’s schedule would allow his attendance at the VEBA meeting.

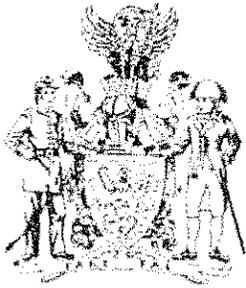
**TRAINING SESSION AUGUST 14, 2017 – REPORT**

The General Registrar, Chairman and Vice Chairman reported on the training session conducted on August 14, 2017; the Secretary was out of town and did not attend. This specialized training session focuses on the duties of the designated officer of election precinct security officer, firearms and related law, and voter records. Turn-out for the training was exceptionally good and the subjects were well received.

**OFFICER OF ELECTION TRAINING SESSIONS**

The Secretary asked the General Registrar for an update on scheduled training. The General Registrar stated response to the scheduled training classes was positive and the numbers of attendees confirmed.

- a. August 31 – 28 to 30
- b. September 1 – 16 to 18



**VOTER REGISTRATATION  
AND ELECTIONS**  
City of Fairfax  
**August 31, 2017 Electoral Board Meeting Minutes**  
**Amended October 6, 2017**



c. September 9 – 4 (CAP)

**VOTER CONFIDENCE IN ELECTIONS:**

The Secretary briefly reviewed the on-going and continuous stream of media and internet articles addressing the Presidential Advisory Commission and the possibility of voter fraud. Consensus of the Board is the situation will continue to receive both positive and negative coverage. The City of Fairfax's established procedures to minimize the probability of voter fraud are the best measures to follow. The General Registrar and Electoral Board coordinated communications strategy remains unchanged.

The Chairman and Vice Chairman were able to attend the entire League of Women Voters sponsored "Candidate's Night" held August 30, 2017 at the City Library. Both reported the event was well attended and the candidates kept the discussions high level and general in nature. There were no questions related to possibility of voter fraud in the City.

**CYBER SECURITY COMMITTEE**

The Vice Chairman, head of the Cyber Security Committee, provided a high-level overview of the committee's progress to date. A written report will be submitted to the Electoral Board when all necessary interviews and research is complete. To summarize, the Head of EB Cyber Security Committee reported the General Registrar accesses the "Box" in the 'cloud" to get the necessary election related files to load on the equipment; the original files are encrypted end-to-end; the ballot definition is a .pdf that has serialized numbers which prevent the use of counterfeit ballots. These processes and procedures virtually eliminate the ability of nefarious individuals obtaining and modify ballot outcomes. The Secretary and the Chairman commended the Vice Chairman for his effort in leading the Cyber Security Committee.

It was the sense of the Electoral Board that the City Council and Mayor be briefed (at a high level) so they have a better understanding and appreciation of the multitude of security measures in place to ensure the security of the voting process. The Secretary moved that the General Registrar draft a proposed memorandum to the City Council/Mayor which would allow a briefing to be conducted and coordinate the document with the Secretary. The Chairman seconded the motion and it passed unanimously.

**GENERAL REGISTRAR REPORT:**

The General Registrar provided the following update

- a. Voting absentee to date – 58
  
- b. OE applications/vetting – there were five individuals screened and recommended
  - i. Helen Troy
  - ii. John Giuli
  - iii. Calvin Tucker
  - iv. James McLean
  - v. Paulette Sandene



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
August 31, 2017 Electoral Board Meeting Minutes  
Amended October 6, 2017**



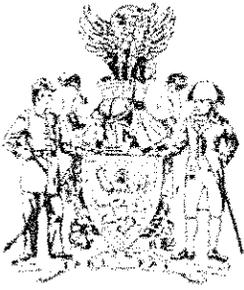
The Vice Chairman moved the aforementioned applicants for officer of election appointment be approved. The Chairman seconded the motion and it passed unanimously.

- c. Demtech (pollbooks) update – the General Registrar reported this remains a work in progress. As soon as additional information is available, she will disseminate that information to the Electoral Board.
- d. Judicial Watch has submitted a “request” for certain voter information; based on the sensitivity of the information requested, the best course of action concerning the request is to file it without action for now. It was the sense of the Board that the request from Judicial Watch was distributed to all localities in Virginia and over the next several weeks or months a more refined “request” would be forthcoming.
- e. The General Registrar updated the Electoral Board on her activities as a member of the ELECT sponsored “Forms Working Group” and indicated work was now focusing on the design of a new provisional ballot envelope; the proposed design now headed to printing has no numbers to indicate the reason for the provisional ballot to be cast and the lack of numbers will cause unintended difficulties. While ELECT’s enthusiasm is appreciated, the General Registrar has raised awareness of the potential difficulties of what many would consider to be a flawed design and asked ELECT to delay printing of the ‘new’ envelopes until this matter can be resolved. Also in work is a new log for provisional voters which will allow for greater ease in providing releasable information to interested individuals. The Electoral Board commended the General Registrar for her diligence and professionalism.

**SEPTEMBER 12, 2017 SPECIAL ELECTION CITY COUNCIL SEAT**

There are two (2) qualified candidates for the open City Council seat; Karen L. Habitzreuther and Jennifer E. Passey. The Secretary took several minutes to discuss election related activities:

- a. The Voting Systems Security Plan (manual) is required to be reviewed by all Board members not earlier than 72 hours prior to the election. The Secretary asked that Board members highlight any areas which may require update/modification as the Secretary is in the process of updating the Security Plan.
- b. Electoral Board and OE responsibilities were reviewed; the Secretary directed the attention of the Board members to a detailed activities sheet<sup>1</sup> which addresses all aspects of activities associate with the Special Election.
- c. There will be several observers from ELECT that will visit some or all of the precincts. Each person has an authorization letter signed by the General Registrar.



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
August 31, 2017 Electoral Board Meeting Minutes  
Amended October 6, 2017**



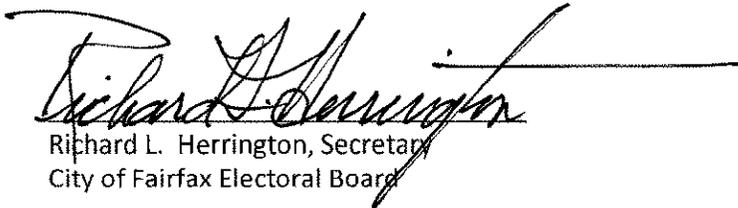
- d. Voting Equipment Deployment will begin September 11, 2017; 8:30 a.m. at Green Acres; Sign and Signal has confirmed their participation. That afternoon at 3:00 p.m., the Chief Officer of Election from each precinct will meet with the Electoral Board at the Sisson House to obtain the supplies necessary to open their respective precincts and receive last minute updates on procedures.
- e. The Electoral Board Plan for Election Day, September 12, 2017 – See Handout<sup>1</sup> – was reviewed. Discussion followed review of the document.
- f. The election Canvass begins 10:00 a.m. September 13, 2017; the Secretary asked the Board members to review the GREB Manual as there are detailed instructions explaining the provisional ballots meeting which will take place immediately following the start of the Canvass.

**DONATION TO CITY OF FAIRFAX FIRE DEPARTMENT BENEVOLENT FUND**

The Chairman reported he received a letter from the City of Fairfax Fire Department Benevolent Fund thanking the Electoral Board for a donation on behalf of the late John Harold, former City of Fairfax General Registrar and Chairman, City of Fairfax Electoral Board. Mr. Harold was a long-time resident of the City and contributed much of his time and expertise to the City performing public service; the Mayor issued a proclamation in Mr. Harold's honor earlier in the year which recognized the committees Mr. Harold served on and his many contributions to the City. The Secretary noted that Mr. Harold had been instrumental in the establishment of communications between the Electoral Board and the many organizations in the City that had interest in electoral processes and procedures.

**ADJOURNMENT**

The meeting adjourned at 12:40 p.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board