



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
July 19, 2017 Electoral Board Meeting Minutes
Amended August 31 & 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 10:04 a.m.

PRESENT

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

APPROVAL OF MINUTES JUNE 14, 2017 ELECTORAL BOARD MEETING

The Chairman moved that the minutes of the June 14, 2017 EB meeting be approved as written. The Vice Chairman seconded the motion and it was passed unanimously.

EB – INVITATION FOR GR TO ATTEND VEBA MEETING VINT HILL VA SEPTEMBER 18, 2017.

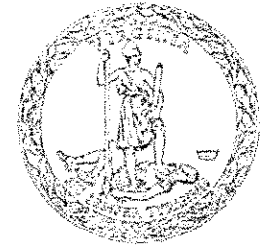
The Secretary, on behalf of the Electoral Board, invited the General Registrar/Director of Elections to attend the VEBA Norther Chapter meeting scheduled for September 18, 2017. The General Registrar stated she appreciated the invitation and would attend. There was discussion of the logistical details associated with the meeting and the possibility of elected representatives attending. The Secretary took the action to contact the offices of Senator Chap Peterson and Assembly Member David Bulova to determine their availability and will communicate the results of his efforts as soon as he has contacted the respective legislators’ offices.

CYBER SECURITY

Cyber security concerns are a continuing issue for the Electoral Board and General Registrar. Various media reports related to possible breaches of cyber (internet) related security have increased concerns. The Vice Chairman recommended the Board and General Registrar determine what the City of Fairfax and the vendors used by election community do to protect voter related information. The Vice Chairman recommended two meetings:

- Meet with the City I.T. staff to discuss cyber security.
- Meet with vendors to discuss cyber security.

During discussion of the suggested meetings, it was the sense of the Board that a ‘Cyber Security Committee’ be formed to investigate cyber security and sources of data used within voting systems. The Chairman moved that a Cyber Security Committee to created; that the Vice Chairman be the head of that committee; that the task of the committee is to investigate and report to the Board not later than August 30, 2017 the security protocols used “end-to-end” to ensure the security of voter systems and voter information. The Secretary seconded the motion and it passed unanimously.



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COURT DIRECTED EXTENSION OF VOTING HOURS

The Vice Chairman asked for clarification of the actions needed by the Electoral Board and General Registrar if there was a court ordered extension of voting hours; the Vice Chairman's concern was the law required all votes cast after the original deadline are required to be cast as provisional ballots. Specifically, was the General Registrar and Board prepared for a large volume of provisional ballots and could some election supplies be used from election-to-election?

The General Registrar responded that election planning for all elections always included preparation for contingencies such as a court ordered extension of voting hours. Some excess or surplus election supplies of a generic nature (envelopes) are reusable; election specific items (such as ballots) cannot be reused.

PLANS FOR CANDIDATE'S FORUM BEFORE SPECIAL ELECTION

The General Registrar stated she had not yet heard of a candidate's forum but was not surprised as the person who had been responsible in the past to organize such activities was no longer doing so. The Vice Chairman stated he would contact the League of Women Voters to determine if the League was going to sponsor or orchestrate a candidate's forum.

GENERAL REGISTRAR REPORT

The General Registrar GR Report:

1. Voting numbers; work continues (normal process) on voter rolls. The City has just under 16,000 registered voters.
2. OE applications/vetting: One (1) application had been received and was vetted by the staff. After discussion, the Vice Chairman moved that Ms. Gina Lee be appointed an officer of election. The Chairman seconded the motion and it passed unanimously. Additionally, the Board thanked the General Registrar for the continual OE recruiting effort and the development of training courses.
3. Demtech (pollbooks) update: The Demtech contract with the City was still in review as City Counsel had questions about some of the language. Counsel review should be finished not later than August 1, 2017.
4. Staff leave schedule: With the exception of the General Registrar who will be off for a few days starting July 28, 2017, the staff has completed the normal summer "get away" and the General Registrar's Office will be adequately populated throughout the summer. There are no planned vacations for staff through the September Special Election.
5. Status of 'new' Assistant Registrar: "Ike" is now a permanent part-time employee. This action ensures the General Registrar's Office is staffed sufficiently to support all voter and election issues. The Board looks forward to this new staffing arrangement.

SEPTEMBER 12, 2017 SPECIAL ELECTION

The Board discussed with the General Registrar several items related to the Special Election for the vacant City Council seat.



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1. General Registrar informed the Board that two individuals had qualified as candidates as of July 19, 2017:

- Jennifer E. Passey
- Karen L. Habitzreuther

Both candidates had met necessary requirements and filed all appropriate documents. There was one other potential candidate, but the General Registrar stated she did not believe the candidate had obtained sufficient signatures to qualify.

2. EB required review of Security Manual:

The Secretary reminded the Board members the Security Manual was required to be reviewed not less than 72 hours prior to the Special Election. He additionally asked that the review verify that the recommended corrections made by Board members had been made to the plan. The Secretary would be incorporating those changes in early August 2017 and would appreciate an in-depth review and feedback by the other Board members.

3. Preparation/Training of OEs:

The General Registrar reviewed with the Board the most recent update to scheduled training for officers of election. The Board expressed its thanks to the General Registrar for the professionalism displayed by the General Registrar's Office in the preparation and conduct of training for the OEs. The sense of the Board is the training provided to the OEs is the primary reason that City of Fairfax elections are a noteworthy example of "how to do things right."

The General Registrar noted for the Board that required Logic and Accuracy (L&A) testing for voting equipment to be used in the Special Election was scheduled for August 15, 2017. Testing would take place at Green Acres and begin at 10:00 a.m. The Secretary will inform the City Republican Committee and the Chairman will inform the City Democrat Committee of the time and date of the testing. Designated Party observers and candidates for office or their representatives are welcome to observe the entire L&A process used for the Open Elect Voting Optical Scan (OVO) and Open Elect Voting Interface Vote Center (OVI) devices used by the City of Fairfax.

4. Voting Equipment Deployment September 11, 2017:

The General Registrar stated Sign & Signal personnel had been informed of the date and time and stand ready to affect the deployment of equipment. One or more members of the Electoral Board will accompany Sign & Signal.

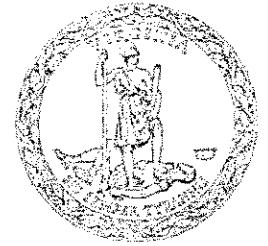
5. Meetings with Chiefs on September 11, 2017:

Following established procedures, the Electoral Board will meet with the Chief officer of Election for each precinct to provide required materials for opening of the polls and to answer any questions the Chiefs may have concerning the Special Election.

6. Electoral Board Plan for Election Day, September 12, 2017



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The Secretary briefly reviewed the various activities for the Electoral board on Election Day to include distribution of ballots, collection of compensation sheets, availability throughout the day to address any issue that should arise, review of election materials after the polls close, and delivery to the Clerk of the Court required documents.

7. Canvass begins 10:00 a.m. September 13, 2017:

The Canvass will be advertised to begin at 10:00 a.m. on Wednesday September 13, 2017. There was discussion about the possibility of beginning the Canvass the evening of the election; after discussion, it was the sense of the Board that the existing practice of the Board – to start the Canvass the day following the election – would continue as it would be in the best interest of the OEs, General Registrar, Electoral Board, and voters.

VOTER CONFIDENCE IN ELECTIONS

The Secretary thanked the Chairman and Vice Chairman for their attention to the many reports related to the integrity of voter information and voting systems. Recent media and voter focus on alleged illegal voting and Russian interference with the 2016 Presidential Election has raised the awareness of the Mayor, City Council, City residents, and the election community on voting related issues. There are investigations being conducted by the Congress, Department of Justice, and various states.

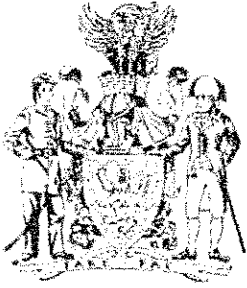
The Presidential Commission on Election Administration (established March 28, 2013) and the Presidential Advisory Commission on Election Integrity (established May 11, 2017), and the Virginia Department of Elections (ELECT) recent activity was discussed. It was the sense of the Board investigative efforts were moving in a positive direction, but there was concern that the large amount of voter related data (especially portions of Social Security number) being compiled could be potentially exposed.

ELECT and related VERIS actions are on-going; the General Registrar stated normal process was actively updating voter information and voter rolls.

The General Registrar and Electoral Board coordinated communications strategy promotes complete transparency. While there exists a possibility a non-qualified individual could be afforded an opportunity to vote, the probability of a non-qualified individual voting is extremely low given the numerous checks performed by ELECT and the General Registrar. The jealous adherence to Virginia voting laws by the General Registrar and Electoral Board ensures the citizens of the City of Fairfax they can have faith in the legality and purity of all elections.

GENERAL DISCUSSION ITEMS

There were several proposed discussion items for this meeting. Many of the items were submitted by the Vice Chairman and while important for the general edification of the Board and General Registrar, are not listed as separate agenda items. The Secretary grouped the suggested items into a general discussion of Board and General Registrar activities.



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- Fraud prevention is a priority. The General Registrar stated there are over 20 'checks and cross-checks' used in Virginia to ensure individuals that register to vote are thoroughly screened before they are added to the voter rolls as qualified voters. The processes used by the elections community are designed to detect not only fraud but mistakes which some individuals make; for example, the name the individual uses to register is different that the name on a driver's license. The use of paper ballots has introduced a need for different accounting procedures to ensure all ballots used are documented on the 'Statement Of Results' (SOR) submitted by each City precinct after polls close on election day.
- There was discussion of the City and General Registrar/Director of Elections plans for 'Continuity of Operations' should there be an interruption in normal process; any vulnerability is addressed and mitigation actions are immediately taken. Details of the Continuity of Operations Plan that ensures the established voting system would continue to function in the event of a disruption was not discussed because of the confidential material contained within related response and security plans.
- Security for OEs and the General Registrar's Office were reviewed. The sense of the Board is the established and continually updated interface with first responders is functioning well but there could be additional emphasis on a holistic understanding of security.
- The Vice Chairman stated feedback from the Chief Officer of Election from each City precincts is desirable; each chief should be afforded an opportunity to present their views of present interaction between the Chiefs and Electoral Board members, interaction with the General Registrar, and present any concerns they may have related to established operational procedures. It was the sense of the Board a meeting with the Chiefs would be most productive and present an opportunity to discuss in detail security issues. The General Registrar was asked to schedule a day when the majority if not all the Chiefs could be available for discussion and updated security training. The General Registrar will coordinate such a meeting in the immediate future.

PERSONNEL MATTERS

As required by § 24.2-109.1 of the Code of Virginia, the Electoral Board presented the General Registrar with the annual performance review of the General Registrar for the year ending June 30, 2017. The General Registrar accepted the Board's performance review without comment. For the record, the Electoral Board of the City of Fairfax evaluated the General Registrar's performance for the period of July 1, 2017 through June 30, 2017, as truly exceptional. The City of Fairfax is fortunate to have such an outstanding professional serving the citizens of the City.

ADJOURNMENT

The meeting adjourned at 12:30 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board

