



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



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 10:07 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, August 31, SEPTEMBER 13, 2017 ELECTORAL BOARD MEETINGS

The Chairman asked that a motion be presented to approve the minutes of the July 19, August 31, and September 13 Electoral Board meetings as written. The Vice Chairman stated corrections had been made, but pointed out two minor errors. The Chairman noted a minor error in the August 31, 2017 meeting minutes. Discussion followed. Both the Chairman and Vice chairman commended the Secretary for his diligence in drafting the minutes for the various meeting of the Electoral Board and as the Secretary agreed to make correct the errors immediately, the Vice Chairman moved the minutes for the three meetings be approved. The Chairman seconded the motion and it passed unanimously.

VOLUNTEERS NEEDED – BALLOT COUNTING AND PACKAGING

The Secretary stated ballots for the Gubernatorial Constitutional Offices needed to be counted and packaged in preparation for the election on November 7, 2017 and asked if other Board members might be available to assist so the GR staff could devote their time to other endeavors. The Chairman and Vice Chairman volunteered to assist.

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

The Secretary asked the Electoral Board and General Registrar for comments concerning the VEBA meeting at Vint Hill on September 18 which they attended. Discussion followed. It was the consensus of the Board and the General Registrar that the VEBA meeting was exceptionally productive and attendance at future meetings would be appropriate. It was recommended that VEBA leadership be asked to consider the use of a different room as the one chosen for the meeting had numerous pillars which obstructed the view of the speaker.

OFFICER OF ELECTION TRAINING PLAN

The General Registrar presented an update to the Electoral Board. The August 31 training session was well attended. The General Registrar stated the majority of the officers of election are well versed in their duties. There will be training sessions on October 27, October 28 and November 4, 2017 which will address specific training objectives. The Electoral Board commended the General Registrar for her diligence and professionalism in the training provided to the officers of election; her efforts are considered directly responsible for the overall excellent performance of the officers of election. The Chairman and Vice



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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. October 26 – training starts at 7:00 p.m. for regular officers of election, approximately 12 will attend.
- b. October 27 – training starts at 4:00 p.m. for Chiefs, Assistant Chiefs, and procedural specialists with approximately 12 attending.
- c. October 28 – training starts 9:30 a.m. for CAP officers of election, approximately four will attend.

VOTER CONFIDENCE IN ELECTIONS:

The Secretary briefly reviewed the continuous stream of media articles addressing the Presidential Advisory Commission and possible nation-wide voter fraud. The General Registrar's staff zealously follows the many regulations used to ensure that voters satisfy all legal requirements; established procedures minimize the probability of voter fraud and will continue to be followed. The General Registrar and Electoral Board coordinated communications strategy remains unchanged. There was discussion of a recent Republican Party of Virginia sponsored flyer which contained numerous address errors and a progressive group which obtained the names and contact information of college students for the distribution of political information. Both events were noted, and the Electoral Board and General Registrar will continue to monitor such matters.

CYBER SECURITY COMMITTEE

The Vice Chairman, head of the Cyber Security Committee, provided a high-level overview of the committee's progress to date. The Vice Chairman suggested he be given time at the training for officers of election to discuss the status of his committee's progress to date. Discussion followed; the Vice Chairman and General Registrar will discuss the time needed for such a presentation to be made. The Vice Chairman additionally suggested there be scripts written for officers of election who are assigned duties to monitor the scanner, distribute ballots or be assigned as security officer. The Secretary commended the Vice Chairman for his suggestions and asked that he work with the General Registrar to develop the scripts.

DRAFT LETTER TO CITY COUNCIL – STATUS OF CITY POLLING PLACES

The General Registrar discussed her initial draft of a letter to the City Council which address voting precincts and the processes in place to determine their location. In the discussion of the draft, it was the consensus of the Electoral Board that with minor modifications, the letter satisfied the Board's previous guidance. It is believed the letter will provide the City Council and Mayor the information needed to have a better understanding and appreciation of the multitude of issues involved in the determination of polling locations. The General Registrar will incorporate the modifications and send the letter (memorandum) to the City Council and Mayor.

GENERAL REGISTRAR REPORT:

The General Registrar provided the following update:



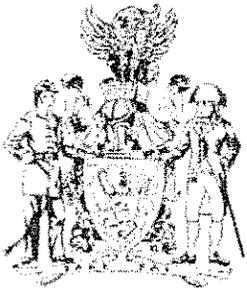
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- a. Voting absentee to date – The numbers are consistent with previous gubernatorial elections, perhaps a bit lower.
- b. OE applications/vetting - There were no new officer of election applications.
- c. Demtech (pollbooks) update – the General Registrar reported this remains a work in progress. However, based on the past special election wherein there were a number of pollbooks which would not initially open for use, there will be additional specialized training provided to procedural specialists.
- d. Observer Requests – The General Registrar has received a formal request for several (eight) members of a delegation from the Republic of Korea (South Korea) to observe the voting process. Details will be coordinated to ensure the observers' expectations are understood and precincts to be visited are of sufficient size to handle such a large number. As the election draws near, details will emerge, and the appropriate authorization letters issued to each member of the observer group.
- e. Additional Signage for Precinct 2 – The General Registrar indicated that Sign and Signal had procured an additional sign for Precinct 2 to ensure vehicle traffic moving south on Old Lee High Way would be provided additional information concerning the location of Precinct 2.
- f. The General Registrar was asked about write-in candidates and the impact on the General Registrar's staff in preparing the various documents needed to certify the election. The General Registrar noted existing law required the listing of all write-in candidates if the total number of write-in candidates is 5% or more; there has been for some time discussion throughout the Commonwealth in raising that threshold to 10%; it will require legislative action to effect a change. As the City has some experience in handling many write-in candidates, established procedures to document write-in candidates should not add an excessive amount of time to that needed to process all related documents for certification of the election.

NOVEMBER 7, 2017 GUBERNATORIAL ELECTION

- a. Candidates for Office: There are qualified candidates for Governor, Lieutenant Governor, Attorney General, House of Delegates, City Treasurer, and City Commissioner of Revenue.
- b. The Voting Systems Security Plan (manual) is required to be reviewed by all Board members not earlier than 72 hours prior to the election. That time begins on Saturday, November 4, 2017. The Secretary asked that Board members highlight any areas which may require update or modification as the Secretary is in the process of updating the Security Plan.



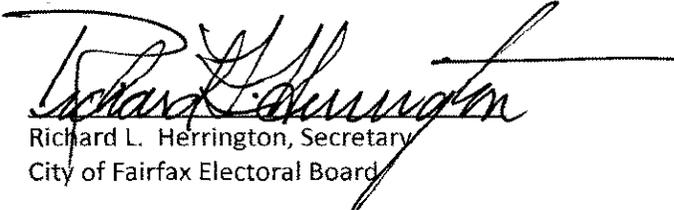
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- c. Electoral Board and OE responsibilities were reviewed; the Secretary directed the attention of the Board members to a detailed activities sheet¹ which addresses all aspects of activities associate with the Gubernatorial Election. Appropriate business attire was suggested for all Board members. The Secretary will coordinate with the local Dunkin Donuts store for officer of election refreshments.
- d. There will be several observers from South Korea that will visit some or all the precincts. Each person will have an authorization letter signed by the General Registrar.
- e. Voting Equipment Deployment will begin November 6, 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. The Vice Chairman asked about the number of precincts that set up equipment (less the OVO/OVI) the evening before Election Day; each Chief would decide if such an activity was desirable and work with the polling location to obtain access on the afternoon or evening of November 6, 2017.
- f. The Electoral Board Plan for Election Day, November 7, 2017 – See Handout¹ – was reviewed. Discussion followed review of the document with Electoral Board members in agreement to the assigned duties and tasks. A question was asked concerning polling location security and coordination with law enforcement. Both the General Registrar stated the City's Continuity of Operations Plan (COOP) addressed this question and the City was a member of an established Fusion Center that served both the City and County for the dissemination of security related information. The Secretary noted the Police Department had specific plans for Election Day and police response to any poling location in the City was within one minute of the time a request for assistance was received.
- g. The Election Canvass begins 10:00 a.m. November 8, 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. As Veteran's Day falls on Saturday, the ID Only Provisional Ballots Meeting is extended until 12:00 p.m. on Monday November 13, 2017.

ADJOURNMENT

The meeting adjourned at 11:31 a.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board