



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
March 27, 2018 Electoral Board Meeting Minutes**



Brenda F. Cabrera
Director of Elections
General Registrar

Electoral Board
Secretary: **Richard Herrington**
Chairman: **Curt Chandler**
Vice Chairman: **Lorraine Koury**

CALL TO ORDER

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

PRESENT

Richard Herrington, Secretary; Curt Chandler, Vice Chairman; Lorraine Koury, new appointee to Electoral Board and Brenda Cabrera, General Registrar/Director of Elections.

MEMBERS OF THE PUBLIC TO SPEAK

Mr. Tom Ross, former Chairman of the City of Fairfax Electoral Board, was present and asked to speak at the meeting. Mr. Ross was given the floor. He explained it was a difficult decision to resign from the Electoral Board but necessary as he is now a candidate for City Council. Mr. Ross thanked the Electoral Board, General Registrar, and staff of the office of the General Registrar for the support and cooperation received while he served on the electoral Board. He provided the Board with a report he had been assigned to complete while he was Chairman of the Electoral board; signage issues associated with certain precincts and parking challenges in Precinct One (1). He was exceptionally complimentary to the General Registrar and members of the Electoral Board for their collaborative "team" approach and jealous adherence to the Code of Virginia. The Secretary thanked Mr. Ross for his kind words and assured Mr. Ross the Board and General Registrar would continue efforts to provide the citizens of the City of Fairfax with uniformity in practices, proceedings, legality, and purity in all elections. The Secretary presented Mr. Ross with a "Thank you" note and two gift cards; one for Starbucks and one for Dunkin Donuts.

APPROVAL OF MINUTES NOVEMBER 8-13, 2017 ELECTORAL BOARD MEETINGS (AS AMENDED)

The Secretary asked that a motion be presented to approve the minutes of the November 8-13, 2017 Electoral Board Minutes (as amended). These minutes captured the Canvas for the 2017 November election. The Vice Chairman moved the minutes as written and presented be approved. Ms. Koury seconded the motion. The General Registrar recommended that Ms. Koury keep a copy of the minutes readily available as there would be several elections this year and the minutes contained a roadmap of the various activities which would take place during the Canvass which follows each election. When the question was called, the motion passed unanimously.

ELECTORAL BOARD ORGANIZATION

As required by §24.2-107, the Secretary stated he would accept nominations for Secretary, Chairman and Vice Chairman of the City of Fairfax Electoral Board. The Vice Chairman nominated Richard Herrington for Secretary, the Vice Chairman for Chairman, and Ms. Koury for Vice Chairman. The Secretary, receiving no other nominations for Electoral Board positions, closed nominations. The Electoral Board approved the nominations for Electoral Board position, voted and tallied the votes; Richard Herrington received three (3)



**VOTER REGISTRATATION
AND ELECTIONS**
City of Fairfax
March 27, 2018 Electoral Board Meeting Minutes



votes for Secretary, Curt Chandler received three (3) votes for Chairman, and Lorraine Koury received three (3) votes for Vice Chairman. The Vice Chairman moved the ascertainment of the election of Electoral Board members be approved. Ms. Koury seconded the motion and it was approved unanimously.

Electoral Board positions effective March 27, 2018:

- Secretary Richard Herrington
- Chairman Curt Chandler
- Vice Chairman Lorraine Koury

After congratulating the members of the Electoral Board for their perseverance during the long, arduous, and expensive campaign for Electoral Board positions, the Chairman asked the Secretary to consider a change in traditional Electoral Board duties. Specifically, the Chairman asked that the Secretary assign the responsibility of conducting Electoral Board meetings to the Chairman. This proposed realignment of duties would allow the Secretary to focus on capturing meeting minutes and not have the additional responsibility of chairing the meetings. The Chairman stated he attended meetings of electoral boards in close-by localities and noted some localities had the Secretary as chair of their meeting while other localities had the chairman as chair of the meetings.

The traditional practices of the City of Fairfax Electoral Board were discussed. It was the sense of the Board that assigning the Chairman the responsibility of conducting Electoral Board meetings would be a positive contribution to the improvement of City of Fairfax Electoral Board practices and procedures. Effective March 28, 2018, the Chairman of the Electoral Board shall be responsible for the organization and conduct of City of Fairfax Electoral Board meetings.

APPROVAL OF OFFICERS OF ELECTION (OE)

The General Registrar reported one individual had applied to be an officer of election; Mr. Bill Hopper, 10455 Courtney Drive (PCT 4). Mr. Hopper’s application and the General Registrar’s evaluation was discussed. The Chairman moved Mr. Hopper’s application to be an officer of election be approved. The Vice Chairman seconded the motion and it passed unanimously.

UNFINISHED BUSINESS – CHAIRMAN’S REPORT

The Secretary noted the previous Chairman of the Board, Mr. Tom Ross, made his report to the Board earlier in the meeting and asked if additional matters related to the report that the Board needed to discuss. The General Registrar produced a list of the sandwich boards used to assist voters locate polling locations and noted there was one sign that had been vandalized. The Electoral Board requested the General Registrar contact the Sign and Signal Office to determine if the sign could be repaired or needed to be replaced. If such action could not be completed prior to the May 1, 2018 City Elections, the Electoral Board would affect the repair of the vandalized sign. It was the sense of the Electoral Board that the number and placement of directional signs be closely monitored during the May 1, 2018 City Election to ensure sufficient signs and their placement were effective in assisting voters find polling locations.



VOTER REGISTRATATION AND ELECTIONS

City of Fairfax

March 27, 2018 Electoral Board Meeting Minutes



BALLOT PREPARATION FOR MAY 1, 2018 CITY ELECTION

Preparation of ballots to be used in the May 1, 2018 City Election was discussed. Given the work load on the General Registrar's Office as it prepared for the election, the Electoral Board decided it would assist the General Registrar and prepare the ballots for distribution to the precincts on Election Day. On April 11, 2018 at 1:30 p.m., two or more members of the Electoral Board shall prepare ballots for distribution to the various precincts; the prepared ballots shall be securely stored at Sisson House until the morning of May 1, 2018 when they will be distributed to the precincts.

GENERAL REGISTRAR/DIRECTOR OF ELECTIONS

The General Registrar discussed several items with the Electoral Board:

- **Methodology for Ballots to order for each election** – At the request of the Electoral Board, the General Registrar explained the process used to determine the number of ballots to order; the methodology used requires a review of historical voter participation, interest in a particular election, and quantitative data from each election. Based on these factors and of course the Department of Elections (ELECT) guidance, the number of ballots needed is determined and shared with the Electoral Board for reconciliation; the derived result is used to order ballots.
- **New Poll Books** – The potential replacement of the poll books used by the City of Fairfax has been an on-going project. Poll books now used are manufactured by DEMTECK. Recently the responsibility for maintenance and support of the DEMTECK poll books was shifted from ELECT to the localities. This generated an unexpected and unplanned expense. Continued use of the DEMTECK poll books was discussed as there are several other vendors that can provide similar or superior products for equal or less cost.

The Chairman moved that the Electoral Board endorse the General Registrar's effort to budget for and procure new poll books. The Vice Chairman seconded the motion and it was approved unanimously.

- **Part-time to full-time assistants for the General Registrar Staff** – The General Registrar explained to the Electoral Board the critical need to hire additional full-time staff. Staffing of the General Registrar's office has remained below the level recommend and approved by the Electoral Board since 2007 per §24.2-112. This direction has not been followed as §4.3 of the City of Fairfax Charter specifies the City Council shall determine the number of assistants for the General Registrar. Each City of Fairfax General Registrar since 2007 has been forced to use part-time help to effectively handle the ever-increasing work load placed on General Registrars because of changes in Virginia election laws. This "Band-Aid" approach has been successful only because of the willingness of full-time and part-time employees to do more than their position descriptions require; the General Registrar's Office only functions well because of the good will of the General Registrar, one full time



VOTER REGISTRATATION AND ELECTIONS

City of Fairfax

March 27, 2018 Electoral Board Meeting Minutes



assistant and one part-time assistant. If there was but one (1) election this year, the General Registrar's office is critically understaffed. There are three (3) elections this year.

After discussion, the Chairman moved the Secretary of the Electoral Board bring this critical staffing situation to the attention of the City Council to resolve it in a manner consistent with the language of §24.2-112 of the Code of Virginia and §4.3 of the Charter of the City of Fairfax. The Vice Chairman seconded the motion it passed unanimously.

RECESS 11:42 A.M. – 12:07 P.M.

The Secretary recessed the meeting at 11:42 a.m. and reconvened the meeting at 12:07 p.m.

ELECTION DAY, MAY 1, 2018 – CITY ELECTION

The Secretary asked the General Registrar for an update on preparation for the May 1, 2018 City Election. The General Registrar responded with information concerning OE staffing, OE training and other issues:

- OE staffing: The General Registrar distributed a listing of the OEs assigned to each precinct. All precincts are adequately staffed and there are additional OEs available should they be needed.
- OE training: There are several training sessions scheduled;
 - April 19 – training for regular OEs begins at 7:00 p.m. at City Hall;
 - April 20 – training for Chiefs, Assistant Chiefs, and procedural specialists starts at 4:00 p.m. at City Hall;
 - April 28 – CAP officer training starts at 9:30 a.m. at Sisson House;
 - April 28 – Make up training for Chiefs, Assistant Chiefs and procedural specialists starts at 2:00 p.m. at City Hall (if necessary)
- Other Issues:
 - Logic and Accuracy (L&A) Testing of Voting Equipment – **Open Elect Voting Optical Scan (OVO) and Open Elect Voting Interface Vote Center (OVI)** equipment for the May 1, 2018 City Election will undergo L&A testing on April 10, 2018 at Green Acres. The OVO is the scanner used to scan ballots and the OVI is an ADA compliant device used to create ballots. Setup for the testing begins at 8:30 a.m. and testing will start at 10:00 a.m. The political parties and candidates have been made aware of the testing and been encouraged to send representatives to observe the testing.
 - Observers – The General Registrar stated that a number of qualified observers were known and would receive a letter from the General Registrar authorizing their presence at various polling locations.

Following the General Registrar's update, the Secretary distributed Attachment (1) to the Electoral Board and General Registrar. This document, titled "The following list of activities will be accomplished to support



VOTER REGISTRATATION AND ELECTIONS

City of Fairfax

March 27, 2018 Electoral Board Meeting Minutes



the City of Fairfax Election” lists the various activities that would be accomplished by the Electoral Board in preparation for the election and on Election Day. It is used as a guide and reminder which will assist the Electoral Board and General Registrar; each member of the Electoral Board is assigned two (2) or more precincts for ballot distribution and oversight on Election Day. The Secretary recommend the document be retained and kept readily available for reference.

VOTER CONFIDENCE IN ELECTIONS:

The Secretary briefly reviewed the various media articles addressing 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 are conformed to which minimizes the probability of voter fraud and these procedures will continue to be followed.
- The citizens of the City of Fairfax can be confident that elections certified by the Electoral Board accurately reflect the votes cast during an election.
- The coordinated communications strategy remains unchanged: While it is possible that an unqualified voter may cast a ballot, the procedures in place and adhered to reduce the probability of an unqualified voter casting a ballot to near impossible.

SECURITY OF VOTING EQUIPMENT

The Chairman brought to the table a number of items related to the security of City’s voting equipment. Discussion of these items included chain of custody of voting equipment, especially voting equipment stored at Green Acres and at each precinct on the day prior to each election. Discuss of these security issues indicated the Electoral Board needed to do additional research on the security each precinct provides and the security of the storage room at Green Acres. It was the sense of the Board that this effort, along with an over-all risk assessment of the City’s voting equipment, needed to be expeditiously accomplished. Possible alternatives to existing security protocols was discussed and investigation of other options considered.

The Secretary moved the General Registrar be authorized to explore the cost, form, and fit of portable storage cages that could be used for secure storage of City voting equipment. The Chairman seconded the motion and it passed unanimously.

VICE CHAIRMAN’S REPORT

When the agenda was published, the Chairman was the Vice Chairman. At this meeting, the Vice Chairman became the Chairman.

There are two (2) parts to the Chairman’s report; Virginia Electoral Board Association (VEBA) annual meeting and attendance at a recent Falls Church Electoral Board meeting.

- VEBA: The Chairman discussed the following:



**VOTER REGISTRATATION
AND ELECTIONS**
City of Fairfax
March 27, 2018 Electoral Board Meeting Minutes

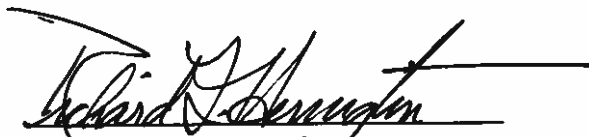


- Presentations – The Chairman found two topics of particular interest. The first topic concerned the new Virginia law requiring audits. This subject was touched on during both of the general sessions Friday afternoon and addressed specifically on Saturday afternoon in the session “Election Auditing” presented by Jerome Lovato. Mr. Lovato worked with the State of Colorado on their audit process. Partly because of the differences between Colorado and Virginia, and partly because of his discussion of statistics, Mr. Lovato’s presentation created more confusion than clarity for everyone the Chairman spoke with about the presentation. Colorado **only** does mail-in voting and scanning of ballots is centralized. The new audit law will affect the City of Fairfax. The Chairman is especially concerned about the use of statistical sampling in audits and plans to follow this issue.
- The second topic was “L&A Testing” presented by Phillip Wolf, Vice Chair of the Electoral Board of York County. Mr. Wolf presented a scheme - having a unique number of votes for each candidate on the ballot - to increase the likelihood of the L&A test detecting programming errors. The Chairman was impressed by this presentation and recommends the City of Fairfax adopt this philosophy. The General Registrar volunteered to contact our vendor, ESO, for their thoughts on this issue.
- Vendor displays – A number of vendors were present, but the Chairman was not able to visit all he wished to question about their products. While viewing vendor merchandise, he met Mr. Chris Piper, the new Commissioner of the Virginia Department of Elections.
- Falls Church Electoral Board meeting – The Chairman noted the meeting was conducted in a somewhat informal manner. The meeting was described as interesting and it allowed the Chairman to compare the City of Fairfax Electoral Board meetings to the manner in which other such boards conduct business.

The Chairman closed his report with one additional information item; there will be Candidate’s Forum the evening of April 11, 2018 at the Sherwood Center. He recommended attendance if possible.

ADJOURNMENT

The meeting adjourned at 3:03 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board

Attachment: “The following list of activities will be accomplished to support the City of Fairfax Election”



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VOTER REGISTRATATION AND ELECTIONS

City of Fairfax



Electoral Board
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The following list of activities will be accomplished to support the June 12, 2018 Republican Primary

Ballot Preparation and Packaging

- The EB and/or GR will count and package ballots for the precincts. This should be accomplished not later than 10 days prior to the election (June 1, 2018).
- Ballots for each precinct will be counted, packaged, identified, and stored in the EB storage closet.
- EB and GR staff are the only personnel authorized to enter the EB storage closet.
- Ballots shall remain in the EB storage closet until 4:30 a.m. on June 12, 2018.

EB required review of Security Manual

- Review begins no earlier than 72 hours prior to the election; June 9, 2018 the review may begin, but must be completed prior to 6:00 a.m. on June 12, 2018.

Ordering of Officer of Election "Kick Start"

- The Secretary will place an appropriate order at Dunkin Donuts on June 4, 2018 that will support initial OE needs.
- Each PCT will be provided with a dozen assorted donuts/bagels and a Box of Joe.

Officers of Election

- The GR will provide OEs, new and experienced OEs with training appropriate to their needs. This would allow a concentration of training efforts into areas in which the OEs would be working.
- Materials – all election day related materials; Election day Guide (EDG), "What – If" Guide, and all other related documents will be dissemination to OEs.
- Contact Information for Chiefs – GR will ensure all contact information for the Chiefs is verified. The EB/GR will review the communication methodology in place to support normal and non-normal voting processes.



VOTER REGISTRATATION AND ELECTIONS City of Fairfax



Voting Equipment Deployment June 11, 2018

- Access coordination with all Precincts – the GR reported this was in work and Chiefs were aware of the need to update or verify access requirements.
- Sign & Signal Coordination; vehicle and crew – GR will confirm points of contact with Sign & Signal.
- Equipment Deployment Scheduled; 8:30 a.m. June 11, 2018 members of the EB will meet at Green Acres to observe/assist Sign and Signal personnel effect deployment of voting equipment to six City precincts. Existing deployment procedures will be followed.
- OVO/OVI/Ballot Box/Marking Stations/Signage – Deployment of voting equipment will be accomplished in a manner that will allow some Chiefs to set up their respective precincts the evening prior to the election; all equipment, except for the OVO/OVI/Ballot box will be staged in a manner that will allow set up and room arrangement the evening before the election.

Meetings with Chiefs on June 11, 2018

- The EB and GR will meet with each Chief the afternoon of June 11.
- Swearing In – it is the policy of the EB that the EB swear-in the Chief officer of Election for each precinct.
- Distribution of Chief Materials – GR has refined the materials to be distributed to each Chief; the EB will ensure each Chief reviews the materials and answer any questions the Chiefs may ask.
- Confirmation of Access

EB Activities Election Day, June 12, 2018

- EB will meet at 4:30 a.m. at the Sisson House for ballot pick-up.
- EB will distribute ballots to Assigned Precincts; **Chairman, PCTs 2 and 5; Vice Chairman, PCTs 3 and 4; Secretary, PCTs 1 and 6.**
- EB meets not later than 5:00 a.m. at Dunkin Donuts (10020 Main Street) for OE supplies/distribution
- Activities throughout the day:
 - Attire appropriate for weather/activities
 - Ensure Electoral law compliance:
 - §24-2.604 Prohibited Activities
 - §24-2.604.C Capturing of digital images by authorized reps prohibited (Mobile phone)
 - §24-2.604.I Neutral observers authorized by GR or EB
 - Conflict Resolution
 - EB members will circulate at random and observe activities. Interaction with OEs, especially the Chief in each precinct is necessary but shall not interfere with normal processes.
 - SORP: Encouraged as time and activities permit



VOTER REGISTRATATION AND ELECTIONS City of Fairfax



- EB members return to Sisson House not later than 6:45 p.m.
- Close of Polls at 7:00 p.m.; Chiefs will return of materials to the Sisson House starting at 7:45 – 8:00 p.m.
- Established procedures for accepting materials from the Chiefs will be followed; most materials will stay on 1st level.
- If required, the Secretary will ask the Chief of Police to position a uniformed officer at the Sisson House as materials arrive after 7:00 p.m.
- Preparation of materials for the Clerk of the Court – GR processes will be followed to prepare materials for the Clerk of the Court.
- The Secretary and other members of the EB will deliver required documents to the Clerk of the Court by 11:00 p.m.

