



# VOTER REGISTRATION AND ELECTIONS

City of Fairfax

## September 29, 2020 Electoral Board Meeting Minutes



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

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

### CALL TO ORDER

The Chairman called the meeting to order at 1:04 p.m.

### PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman and Brenda Cabrera, Director of Elections/General Registrar (DE/GR).

### MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present who wished to speak or observe the meeting.

### APPROVAL OF MINUTES ELECTORAL BOARD MEETING AUGUST 19, 2020

The Chairman moved the approval of the minutes for the July 16, 2020 meeting and the Vice Chairman seconded the motion. When the question was called, the motion passed unanimously.

### STAFFING OF PRECINCTS AND APPOINTMENT OF OFFICERS OF ELECTION

- The status of officers of election (OE) assigned to the various precincts was discussed; the DE/GR stated each precinct will have five to six experienced OEs and additional OEs so the average number of OEs per precinct will be 14. Each precinct Chief is reviewing precinct set-up (voter traffic flow, placement of equipment) to ensure a positive voting experience for voters.
- There were a significant number of applications for appointment as officers of election (OE). After a review of the applications, the Secretary moved that 28 applicants for appointment as OE's be approved. The Chairman seconded the motion and when the question was called, the motion passed unanimously.
- OEs assigned to the Central Absentee Precinct (CAP) will begin pre-processing absentee ballots as soon as October 8, 2020 and at least weekly before the November 3, 2020 Presidential Election. As each day will require at least eight hours of work, the DE/GR recommended the Electoral Board consider appropriate compensation for these OEs. After a review of compensation provided to CAP OEs by other localities, the Secretary moved OEs assigned to work in the CAP prior to Election Day be paid \$17.00 per hour and normal OE compensation on Election Day. The Vice Chairman seconded the motion and when the question was called, the motion passed unanimously.

### CENTER FOR VOTER INFORMATION ISSUE

The DE/GR stated the Center for Voter Information (CVI) generated the erroneous absentee ballot application return envelope address 'problem' that occurred in August 2020. The issue has been mostly resolved, but some irritated Fairfax County voters continue to voice their concerns to the City of Fairfax Office of Elections.

The resultant confusion, suspicion, and erosion of confidence in the Commonwealth's election system caused by CVI will remain in the minds of some voters who do not understand that the City of Fairfax and County of Fairfax are not associated with CVI or CVI activity in anyway.



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#### **VOTING TO DATE**

The public health situation has significantly increased the demand for absentee ballots and no excuse absentee early voting.

- Absentee Voting: As of September 28, 2020, there have been 3,052 absentee ballots issued to voters. This has increased the workload for OEs assigned to the Central Absentee Precinct (CAP) and adjustments have been made to accommodate the increase.
- In-Person No-Excuse Voting: As of September 28, 2020, there have been 1,032 voters who have voted in-person. September 18, 2020 was the first day of no excuse absentee voting; there were 14 voters in line when City Hall opened at 8:30 a.m. and the longest a voter had to wait was eight minutes. By 8:43 a.m. the line was eliminated and throughout the rest of the day, voters waited less than three minutes if they had to wait. The Electoral Board commended the DE/GR for her management of in-person voting that ensured a positive voting experience for City voters.

#### **TRAINING**

Training manuals for OEs have been updated and are ready for distribution. A revised schedule for training classes was provided to the Electoral Board by the DE/GR. Some training will be in-person while other training will be conducted virtually.

#### **PLANS FOR NOVEMBER 3, 2020 GENERAL ELECTION**

The Chairman opened a conversation related to overall preparation for the November 3, 2020 General Election and specifically Electoral Board procedures that have traditionally been followed. The Electoral Board has over time developed procedures and a checklist for its use in support of elections. Changes will be necessary to ensure compliance with recent ELECT guidance related to the acceptance and processing of absentee ballots received at precincts on Election Day.

Based on the discussion, the Secretary will modify/update the Electoral Board procedures for use in preparation for the election and on Election Day. The updated procedures will be distributed to Board members and the DE/GR as soon as they have been formalized.

#### **POST ELECTION CANVASS AND CAP**

The Presidential Election Canvass will begin at 10:00 a.m. on Wednesday, November 4, 2020 in City Hall in the Office of Elections. The Office of Elections will configure its entrance/reception area for use by the Electoral Board and DE/GR. The area is sufficiently large to accommodate authorized observers and City voters that cast provisional ballots who may wish to meet with the Electoral Board.

- It is anticipated the Electoral Board will adjourn the Canvass the afternoon of Wednesday November 4, 2020 and reconvene Friday, November 6, 2020 at 12:00 p.m.
- The CAP will continue its work on Thursday, November 5, 2020. It will meet again after 11:00 a.m. on Friday November 6, 2020 following the delivery of mail.
- The Electoral Board, should it not be able to complete the Canvass on Friday, November 6, 2020, will adjourn and reconvene Saturday, November 7, 2020 at 10:00 a.m.
- Should additional time be needed to complete the Canvass, the Electoral Board plans to meet on Monday, November 9, 2020 at 10:00 a.m. and again on Tuesday, November 10, 2020.



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#### **CONTINGENCY PLANS**

The Chairman and Secretary have, in conjunction with the City Democrat and Republican Parties, identified individuals who are suitable replacements should the Secretary, Chairman or Vice Chairman be unable to perform required duties because of health reasons. The names will be provided to the DE/GR.

#### **DATE FOR NEXT MEETING**

Given the depth of the election preparation underway, it was the sense of the Electoral Board and the DE/GR that a meeting prior to the November 3, 2020 Presidential Election would not be needed.

#### **ADJOURNMENT**

The meeting adjourned at 3:17 p.m.

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Richard L. Herrington, Secretary  
City of Fairfax Electoral Board