



**OFFICE OF THE ELECTORAL BOARD
GENERAL REGISTRAR
City of Fairfax
July 14, 2016 Electoral Board Meeting Minutes**



1. Call to Order
The Secretary called the meeting to order at 10:07 a.m. Present were Richard Herrington, Secretary; John Harold, Chairman; Thomas Ross, Vice Chairman; and Brenda Cabrera, Director of Elections/General Registrar.
2. Approval of Minutes; Electoral Board Emergency Meeting June 3, 2016; Electoral Board Meeting June 23, 2016
The Chairman moved and the Vice Chairman seconded a motion to approve the June 3, 2016 meeting minutes and delay approval of the June 23, 2016 meeting minutes until there was sufficient time to review the June 23 2016 meeting minutes and address their approval at the next Board meeting. After discussion, the motion was unanimously approved.
3. June 30, 2016 presentation of Certificates of Election to Mayor, City Council, School Board
The Chairman, Vice Chairman and General Registrar congratulated the Secretary for his performance during the presentation of the certificates of election.
4. Banners
 - a. Banner usage & storage – the two banners will be used at outreach events for the City of Fairfax Office of Elections. The banners will be stored with the voting equipment in the secure area at Green Acres.
 - b. Banner modifications – the banners will be modified later today by installing grommets along the edges to facilitate display efforts. The vertical banner has a ‘stand’ with a proprietary attaching mechanism which may preclude the installation of grommets.



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5. Storage Area Modifications

While discussing storage of the banners, the General Registrar raised the question of more effective use of the storage area by installing shelving. After the Board meeting, the Secretary and General Registrar will go to Green Acres to ascertain if shelves can be added and if they would be an added value to the available space.

6. Signage for elections – City Wide Survey

The Electoral Board and Sign and Signal personnel met June 23, 2016. The Board is awaiting Sign and Signal input concerning suggestions for improving election/polling location signage. The sense of the Board is Sign and Signal is very supportive of this polling location signage initiative.

7. GMU student Meeting September 20, 2016

- a. The Vice Chairman reported GMU is most cooperative and confirmed the meeting set for September 20, 2016 between 4:00 p.m. and 7:00 p.m.; pizza refreshments confirmed.
- b. The Vice Chairman discussed the need for an presentation at the September meeting to inform/educate the audience on Electoral Board responsibilities and participation in the electoral process. The General Registrar, Secretary and Vice Chairman will work together on the development of a presentation.

8. ELECT

The Secretary directed the Electoral Board and General Registrar's attention to the many 'new things' that were being disseminated by ELECT. There was discussion on the impact of voter registration changes, felons having voting rights restored, and the national change of address (NCOA) process. Impact is not now considered to be a concern for the City. New FOIA changes were discussed at length and the impact is insignificant as the City



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of Fairfax Electoral Board always has minutes of meetings posted in a timely matter. The new guidance provided by ELECT which specifically addresses the posting of draft Electoral Board Meeting minutes within 10 days of a meeting and approval and posting of the approved Electoral Board meeting minutes at the next meeting will be followed.

9. November 2016 General Election Preparations – General Discussion

- a. Officers of Election (OEs)– The General Registrar reported that efforts to fill all positions for the November Election were producing positive results; she provided the Board with an updated list of OEs that had committed to the November election and reported recruiting efforts were being received positively. Five individuals had recently applied to be OEs and the Registrar provided a data sheet and recommendation for each potential OE. After review of the applications and discussion the Chairman moved and the Vice Chairman seconded that the following individuals be accepted as OEs:

- Abigail Holas
- Kathy Wichterman
- Ann Feeherry
- Emily Clendenin
- Mindy Scott

The motion passed unanimously.

- b. Election Materials Order Sheet – The Registrar reported materials had been ordered and in addition other needed materials have been obtained for the Chief OE at each polling location.
- c. Possible augmentation of OVO/Ballot Box/OVI inventory
- i. Availability – The Registrar is in frequent contact with the vendor and believes any needs the City may have can be readily supplied.



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- ii. Cost is \$450.00 to rent an OVO. The Registrar believes there may be a need for one additional OVO but will continue to monitor voter activity before making a decision to rent one or more OVOs. At a previous Board meeting the Board authorized the Registrar to obtain any/all equipment she believes may be necessary to properly support the voters of the City of Fairfax.
 - iii. Budget – The Registrar reported the equipment maintenance budget appeared to be sufficient for anticipated activity.
- d. ADA Survey
- i. Survey overview – The Board members collectively reported a survey of all City polling locations had been completed and with the exception of two polling locations, there did not appear to be any significant issues. Discussion followed and it determined the ADA survey conducted by the Board should not have been limited to the outside of buildings and entrance points; the actual pathway inside the buildings need to be reviewed for ADA compliance. The Board will address this issue immediately; the Secretary will begin the process by reassessing Precincts 1 and 4.
 - ii. Survey form status – The Secretary provided a sample of a truncated evaluation form which would reduce the amount of paper needed to successfully record survey results. This form will be used when precincts 1 and 4 are re-surveyed.
 - iii. Potential remediation action – The Board discussed the need to consolidate findings and develop and plan which would involve private/public sector coordination and cooperation.



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10. Electoral Board Presentation for September 2016 City Council Work Session
 - a. City Council Recount review; precedent setting; personnel; costs. The Registrar has been asked to provide certain information to the Council. The Secretary asked for suggestions on how to best present the information to Council. Discussion followed. The presentation recently provided to OEs concerning the recount of the May 2016 City Council contest could be used as a starting point, modified to specifically address the question posed by Council. The Registrar and Secretary will begin the process.
 - b. Estimated cost of November 2016 Election. The General Registrar has developed numbers. The information will be presented in a manner familiar to the Council. Costs are going up – it's a paper based system and paper is expensive.

11. Status/Delegation of Duties

The Registrar reported the review was almost finished and comments would be available within a few days.

12. Letter from Mr. Spears

The Registrar shared with the Board a letter she received from a Mr. Spears (resident of the City of Fairfax) which asked many questions about the May 3, 2016 City Council Recount and the subsequent certification of election of a City Council member whose name was not reported the evening May 3, 2016 as being elected. As the letter was directed to the Registrar and not the Electoral Board, the sense of the Board was that the Registrar needed to answer the letter. Discussion followed and some minor administrative changes were made to the outstanding draft response. The Board commended the Registrar for her thoughtful and professional response to Mr. Spears.



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13. Candidate Filings

The Registrar reported that two individuals had not yet completed the necessary filings; Mr. Stehle and Mr. Williamson. The Registrar believed Mr. Stehle would be on time (today being the last day candidates could file without penalty) but had not been able to contact Mr. Williamson.

14. Status/Risk Assessment

The Secretary reported the risk assessment was work in progress.

15. Report of Training:

The Registrar indicated a report on the training received at the recent training session in Richmond was required of all Board members and General Registrars that had attended the training.

16. Recess

The Secretary recessed the meeting at 11:29 a.m.

17. Reconvene

The Secretary called the meeting to order at 11:52 a.m.

At 11:53 a.m., upon a motion made by the Secretary, seconded by the Vice Chairman, and passed by a vote of Electoral Board, Electoral Board went into Closed Session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body;"

At 12:23 p.m., upon a motion made by the Chairman, seconded by the Vice Chairman, and passed by vote of the Electoral Board, Electoral Board reconvened in Open Session.



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Upon a motion made by Secretary, seconded by the Vice Chairman, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the Closed Session or meeting by the Electoral Board.

ROLL CALL VOTE:

Chairman, John Harold _____: Yea
Vice Chairman, Tom Ross _____: Yea
Secretary, Rickard Herrington _____: Yea

The Electoral Board moved to open session at 12:25 p.m.

18. The meeting adjourned at 12:26 p.m.

Respectfully Submitted,

Richard Herrington, Secretary
City of Fairfax Electoral Board