



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
September 1, 2016 Electoral Board Meeting
Minutes**



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

**Electoral Board
Secretary: Richard Herrington
Chairman: John Harold
Vice Chairman: Dean Ross**

1. Call to Order

The Secretary called the meeting to order at 10:00 a.m. Present were Richard Herrington, Secretary; Thomas Ross, Vice Chairman; and Brenda Cabrera, General Registrar/Director of Elections. The Chairman, John Harold has been hospitalized for several days and unable to attend. A quorum being present, the Secretary continued the meeting.

2. Approval of Minutes, Electoral Board Meeting August 18, 2016

The Vice Chairman moved that the minutes of the August 18, 2016 meeting be approved as written. The Secretary seconded the motion and it was approved unanimously.

3. ADA Survey Status

The Secretary reported the survey was a work in progress. Discussion followed which highlighted concerns about two precincts where ADA compliance could be or is a concern; Precinct 3 (Daniels Run Middle School) because of the potential lack of availability of the cafeteria for the Special Election for Mayor scheduled for February 7, 2017; and Precinct 6 (Lutheran Church) because of an entry way issue. The Registrar will coordinate with the Superintendent of Schools for information concerning ADA issues (Precinct 3). The Secretary will contact a representative of the Lutheran Church for ADA compliance recommendations.

4. Risk Assessment Status

The Secretary reported the risk assessment still in progress.



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5. General Registrar Items of Interest

The Registrar stated there would be a meeting today with the head of Community Development (City of Fairfax staff) to discuss the procedures/requirements the City must follow to get bond issues on the November 7, 2017 ballot.

The Registrar also reported the continuation of a search for storage space for the new Election Day signage stands.

6. General Registrar's Annual Evaluation

The Registrar reported she had reviewed her annual evaluation and in accordance with the requirement to discuss the contents of her performance ratings with the Board and was prepared to do so at this scheduled meeting. Scheduling of a meeting to discuss the performance ratings had been delayed because of the unavailability of at least two Board members since the end of July.

7. Closed Session

At 10:31 a.m., upon a motion made by the Secretary, seconded by the Vice Chairman, and passed by a vote of Electoral Board, the Electoral Board went into Closed Session pursuant to Section 2.2-3711.A.1 of the Code of Virginia for, "Discussion, 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 11:22 a.m., upon a motion made by the Secretary, seconded by the Vice Chairman, and passed by vote of the Electoral Board, the Electoral Board reconvened in Open Session.

Upon a motion made by Vice Chairman, seconded by the Secretary, 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



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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:

Vice Chairman, Tom Ross _____: Yea

Secretary, Rickard Herrington _____: Yea

8. Adjournment

The meeting adjourned at 11:23 a.m.

Richard Herrington, Secretary
City of Fairfax Electoral Board