



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax

May 25, 2016 Electoral Board Meeting Minutes



1. Call to Order

The Secretary called the meeting to order at 9:03 a.m. Present were Richard Herrington, Secretary; John Harold, Chairman; Thomas Ross, Vice Chairman; Brenda Cabrera, Director of Elections/General Registrar and Nancy Tingen, Chief Deputy Registrar.

2. Invitation – Independence day Celebration

The Secretary shared an invitation from the Mayor to attend the Independence Day Parade on July 4, 2016. The Electoral Board members and their families were invited to sit in the special visitor bleachers to observe the parade.

3. Approval of Minutes, Electoral Board Meeting May 19, 2016

The Chairman moved that the minutes of the May 19, 2016 meeting be approved as written. The Vice Chairman seconded the motion and it passed unanimously.

4. Banner for the Office of Elections

- a. General Registrar recommendations – The General Registrar shared the research completed on finding suitable banners. Banners 4.0' x 2.5' (one horizontal and one vertical) can be obtained for approximately \$50.00 and a stand for the vertical banner would cost an additional \$45.00.
- b. Banner usage & storage – The office of elections will use the banners at presentations or meeting when there should be increased 'signage' for such events. The banners and stand will be stored with voting equipment at Green Acres. Additionally, a durable and colorful table cloth to cover any display table used was presented to the Electoral Board.
- c. The Vice Chairman thanked the General Registrar for all her efforts in finding a quick solution to the signage needs.



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5. Signage for elections – City Wide Survey
 - a. EB member reports:
 - i. Secretary – The Secretary reported his survey complete.
 - ii. Chairman – The Chairman reported his survey still in progress.
 - iii. Vice Chairman – The Vice Chairman reported his survey still in progress.
 - b. General Registrar staff report – The General Registrar reported the work with Sign and Signal was still in progress.

At 10:09 a.m. the Board recessed for a short break.

The Board reconvened at 10:20 a.m.

6. May 3, 2016 City Council Election – Petition for Recount
 - a. Plaintiff: J. Greenfield; Respondent: Nancy Loftus
 - b. Information Known:
 - i. Petition for recount submitted May 13, 2016 & amended
 - ii. Preliminary Hearing held May 18, 2016
 - iii. Court will take action sometime in the next few weeks
 - iv. Office of Elections Preparations
 - a. Provide known information when inquiries are received. The General Registrar reported she had received many calls from various individuals including counsel for the petitioner; all known information (available in the public record) was shared. The vendor has informed the Registrar the voting equipment is designed to be able to recount a contest but it is not designed nor does it have the ability to recount selected individuals in a multi-position contest.
 - b. General Registrar – A list of Board members/Party Affiliation has been created for the court.
 - c. General Registrar - A list of Officers of Election by precinct/Party Affiliation has been created for the court. There was discussion of options to provide to the Clerk of the Court for voting equipment and recount teams; four (4) OVO/ballot boxes with 10 recount officials comprising five (5) recount teams and seven (7) OVO/ballot boxes with 18 recount officials comprising



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nine (9) recount teams appeared to be options which would afford the court an opportunity to decide how quickly the recount could be accomplished. The Registrar will provide this information to the Clerk of the Court.

- d. The Registrar will test the recount reprogramming procedure in the next 72 hours.
- e. Review of the ELECT Step-By-Step Recount Guide was discussed. The Registrar, Registrar's staff and Electoral Board will review the document.
- f. The Electoral Board and General Registrar will attend the June 1, 2016 hearing. The availability of City Attorney will be determined as counsel's presence may be appropriate.

7. November 2016 General Election Preparations – General Discussion

- a. Officers of Election (OEs): The Registrar reported the numbers of OEs presently indicating a willingness to serve during the November Presidential Election was sufficient, but recruiting efforts should be maintained.
- b. Election Materials Order Sheet: The Registrar received the order sheet and was working on determining the amount of materials to be ordered.
- c. Possible augmentation of OVO/Ballot Box/OVI inventory
 - i. Availability – Voting equipment is available and the vendor recommends making a decision earlier rather than later. A review indicates two (2) OVO/ballot boxes may need to be placed at Precincts 2, 3, and 4.
 - ii. Cost; Rental costs were confirmed. One 'set' is \$1,000; OVO/Ballot Box is \$600; OVO is \$450. The Registrar recommended further research but indicated the only piece of equipment needed would be OVOs as the City had 'extra' ballot boxes and sufficient ADA devices. There was discussion of potential presidential election concerns. The Registrar shared with the Board a copy of the study of waiting lines which the Electoral Board will review. The Chairman moved and the Secretary seconded a motion that the Registrar be authorized to rent OVOs if she determined additional OVOs would be needed. The motion was approved unanimously.



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- iii. Budget – Equipment Maintenance. The Registrar indicated a review of the maintenance budget may reveal a potential source to pay for the rental of voting equipment.
 - iv. The Vice Chairman asked if training dates and the date for L&A testing had been determined. The Registrar responded that a schedule was being developed to ensure all OEs would receive the required training and L&A testing date was driven by well-established guidance.
- d. ADA Survey – The Registrar reported ELECT requested all localities to review the information in VERIS regarding polling locations expected to be used in November 2016. Polling locations believed not ADA compliant need to be properly coded in VERIS. A DOJ ADA Checklist for Polling Locations and the SBE Polling Place Accessibility Standards can be used to determine if polling locations are accessible. Discussion followed; the sense of the Board was all polling locations (precincts) were in fact ADA accessible but the Board should conduct a review in the immediate future to confirm that belief. The Secretary moved the Board obtain and complete the appropriate forms by conducting a survey of each precinct not later than July 31, 2016; that the Board simultaneously engage the assistance of Ms. Louise Armitage as she is a well-known point of contact for the disabled community within the City who has many contacts that may be of assistance to the Board; and that the Board begin action immediately. The motion was seconded by the Chairman and approved unanimously.

8. Electoral Board Succession Planning

- a. City of Fairfax Democrat Committee – status: The Chairman reported the City of Fairfax Democrat Committee had not yet met, but would be alerted to the need to develop a succession plan and provide the Chairman the names of some number of qualified individuals who could be nominated should either of the Democrat positions on the Board become vacant for any reason.
- b. City of Fairfax Republican Committee – status: The Secretary reported the City of Fairfax Republican Committee had been alerted to the need to develop a succession plan and would be able to provide the names of one and perhaps two qualified individuals who could be nominated should the Republican position on the Board become vacant for any reason. The City Committee will advise the Secretary by the end of June 2016.



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9. Status/Delegation of Duties


Review of modified document; The Secretary provided the Registrar with an updated version of the document based on the May 19, 2016 Board meeting. The Registrar will review the document and report to the Board.

10. Status/Risk Assessment – The Secretary reported the assessment still in progress.

11. Adjournment

The meeting adjourned at 11:31 a.m.

Respectfully Submitted,



Richard Herrington, Secretary
City of Fairfax Electoral Board