



# VOTER REGISTRATATION AND ELECTIONS

## City of Fairfax

### October 19, 2016 Electoral Board Meeting Minutes



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

**Electoral Board**  
**Secretary: Richard Herrington**  
**Chairman: Dean Ross**  
**Vice Chairman: Curt Chandler**

1. Call to Order

The Secretary called the meeting to order at 8:53 a.m. Present were Richard Herrington, Secretary; Thomas Ross, Vice Chairman; Brenda Cabrera, General Registrar/Director of Elections and Curt Chandler, appointed to the EB by the 19<sup>th</sup> Circuit Court effective October 5, 2016. A quorum being present, and the Secretary continued the meeting.

2. Approval of Minutes of EB Meetings of September 23 and September 29, 2016

The Vice Chairman moved that the minutes for the September 23, 2016 meeting be approved as written and recommended that the minutes of the September 29, 2016 be amended. After discussion, the Vice Chairman withdrew his motion. A motion was made by the Vice Chairman to approve the minutes of the September 23, 2016 EB meeting and it was approved unanimously. The Secretary will make changes to the minutes of the draft minutes of the September 29, 2016 EB meeting and presented those minutes for approval at the next EB meeting.

3. EB Organization §24-2.106

The Secretary welcomed Mr. Curt Chandler to the EB; Mr. Chandler was appointed to the EB effective October 5, 2016. The Secretary announced §24-2.106 made it necessary to reorganize the EB. After a long, arduous campaign and nomination process, Mr. Chandler was elected to the position of Vice Chairman, Mr. Ross was elected to the position of Chairman, and the Secretary retained the position of Secretary. The Secretary and GR congratulated the Chairman and new Vice Chairman on their positive campaigns and new positions on the EB.

4. GR Report:

- a. Absentee Voting numbers – approximated 130 email ballots, 350 in person voting, and over 740 mailed ballots are in the process of appropriate staffing.
- b. OE applications/vetting – there were seven new OE applications. The Vice Chairman asked questions about the vetting and approval process used to appoint new OEs. The GR explained the process in detail and satisfied the Vice Chairman's questions. Following discussion, the Chairman moved and the Vice chairman seconded a motion to approve the seven applicates for OEs. The motion passed unanimously. The following individuals are approved as OE:

- Robert Medrano
- Najam Qurashi
- James Herr
- Oscar Sepulveda
- Malika Umarova
- Hannah Martenson
- Hietham Zemam

The GR and EB discussed the number of OEs now available to support election efforts and believe future applications should be placed "on hold" until after the November election.



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Additionally, the GR indicated the recent changes to election laws which allow the increased use of 'pages' to assist OEs will benefit the City. Pages could potentially be equipped with iPads which would allow voters to confirm their registration status and voting location.

5. GR Items of Note
  - a. Communications (telephony) with Precincts – the GR reviewed the various methods of communication used to ensure constant contact with the precincts, Chiefs, EB members, and first responders
  - b. Election Night Supply Return – the GR is working with the Clerk of the Court to refine the delivery of certain City election materials to the Clerk of the Court the evening of the Presidential Election. The EB will be kept informed.
  - c. Neutral observers authorized by GR – the GR reported there had been two inquiries from recognized international and national organizations and one media inquiry. No details are available as the inquiries appeared to be initial contacts and the GR has not received responses from her acknowledgements.
  - d. Line Study – GMU has asked to be allowed to conduct a “line study” to gather data concerning voter line management. The EB/GR welcome the line study and will support the GMU study as it will be used to assist the election community develop processes that will decrease the amount of time voters would have to wait to vote.
6. November 8, 2016 Election
  - a. EB required review of Security Manual
    - i. Public Safety Strategies – the Secretary reminded the EB members that the Security Manual is required to be reviewed prior to the election and that most answers to questions related to safety strategies would be contained in the manual. There was discussion of specific safety issues for the benefit of the Vice Chairman.
    - ii. Definition of “impeding” voting – given the recent AG ruling on the right of voters to use their mobile phones, there was discussion about how “impeding” the voting process would be determined. It is the consensus of the EB and the GR the Chiefs would be able to address such issues and adult behavior on the part of the OEs and voters would eliminate any perception the voting process would be impeded.
  - b. Preparation/Training of OEs
    - i. Schedule – the GR reviewed the schedule of training for OEs; new and experienced OEs would be given training appropriate to their needs. This would allow a concentration of training efforts into areas in which the OEs would be working. The EB commended the GR for her outstanding training efforts and “classroom presentations.” It was obvious the City of Fairfax OEs receive a quality and level of training far beyond that given to many other localities.
    - ii. Materials – all election day related materials; Election day Guide (EDG), “What – If” Guide, and all other related documents were ready for dissemination to OEs and especially to the Chiefs.
    - iii. Contact Information for Chiefs – the GR will ensure all contact information for the Chiefs is verified. Discussion followed; for the benefit of the Vice Chairman, the EB/GR reviewed the communication methodology in place to support normal and non-normal voting processes.
  - c. Voting Equipment Deployment November 7, 2016



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- i. 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.
- ii. Sign & Signal Coordination; vehicle and crew – the GR was in contact with Sign & Signal and as the election grows closer, there will be a review of processes that will be followed.
- iii. Scheduled start; 8:30 a.m. start at Green Acres – a description of the voting equipment deployment process was initiated by the Chairman for the benefit of the Vice Chairman. After discussion, the existing procedures were verified as appropriate.
- iv. OVO/OVI/Ballot Box/Marking Stations/Signage – a discussion of all voting equipment and signage at the precincts indicated some Chiefs had arranged to set up their precincts the evening prior to the election; all equipment, except for the OVO/OVI/Ballot box, would be set up and the room arranged to decrease set up time needed on Election Day.
- d. Meetings with Chiefs on November 7, 2016
  - i. The EB and GG will meet with each Chief the afternoon of November 7.
  - ii. Swearing In – it is the policy of the EB that the EB swear-in the Chief officer of Election for each precinct.
  - iii. Distribution of Chief Materials – the GR reported there has been refining the materials to be distributed to each Chief; incorporating “lessons learned” from previous elections has allowed the GR to refine the materials/material organization to assist the Chiefs.
  - iv. Confirmation of Access
- e. EB Plan Election Day, November 8, 2016
  - i. Meet early A.M. at the Sisson House – there was discussion of the process used by the EB to distribute ballots and provide refreshments for the OEs.
  - ii. EM Members Distribute Ballots to Assigned Precincts; appropriate assignments were made.
  - iii. Meet early A.M. at Dunkin Donuts for OE supplies/distribution
  - iv. Activities throughout the day; the Secretary reviewed the plan of EB activities and used the discussion to benefit the vice Chairman.
  - v. Challenge of voters – there was discussion on the correct processes to follow should there be a voter “challenged” when voting.
  - vi. Electoral law compliance; the EB reviewed a few of the activities which could cause issues to arise on Election Day. Those areas included:
    - a) §24-2.604 Prohibited Activities
    - b) §24-2.604.C Capturing of digital images by authorized reps prohibited (Mobile phone)
    - c) §24-2.604.I Neutral observers authorized by GR or EB
  - vii. Close of Polls at 7:00 p.m., Chiefs return of materials, review of documents; the GR and EB discussed methods to streamline the process of accepting materials from the Chiefs. The Secretary will ask the Chief of Police if an officer can be present at the Sisson House as materials arrive after 7:00p.m.
  - viii. Preparation of materials for the Clerk of the Court – the GR reviewed the processes that would be followed to prepare materials for the Clerk of the Court.
7. Communicating with City Committees; poll workers; Canvass attendance – the Vice Chairman asked about the GR role vis-a-vi the EB when communicating election related information. The Secretary pointed out the EB and GR have a delegation document which highlights the various tasks which



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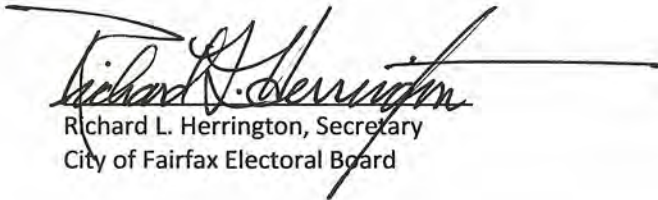
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the EB has delegated or assigned to the GR for accomplishment. Additionally, the Secretary emphasized the EB has full trust and confidence in the ability of the GR to faithfully follow the laws of Virginia and work with the EB to ensure the voters in the City of Fairfax receive the highest quality of "customer service."

8. Fall Festival October 8, 2016
  - a. Results and recommendations – the Secretary and Chairman reported attendance and interest in the voting equipment was low and recommended attendance at the Fall Festival should be a low priority. Voters in the City are now familiar with the "new" voting equipment and expressed little interest in equipment operation.
  - b. Appreciation to Public Works/Parks & Recreations – the Chairman recommended the EB officially commend the City for its support.
9. Next meeting – the agreed time for the next meeting is 2:00 p.m. on Friday, November 4, 2016. The Secretary will ask the GR staff to advertise the meeting.
10. Adjournment  
The meeting adjourned at 12:07 p.m.

Respectfully Submitted,



Richard L. Herrington, Secretary  
City of Fairfax Electoral Board