



VOTER REGISTRATATION AND ELECTIONS

City of Fairfax

February 11, 2020 Electoral Board Meeting Minutes



Brenda F. Cabrera
Director of Elections/General Registrar

Electoral Board
Secretary: Richard Herrington
Chairman: Curt Chandler
Vice Chairman: Lorraine Koury

CALL TO ORDER

The Chairman called the meeting to order at 11:13 a.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.

The Secretary shared with the Board and DE/GR a most complimentary 'thank you' letter received from Mr. David Meyer, Mayor of the City of Fairfax. The letter addressed the various actions taken by the Electoral Board during the year 2019 to support the efforts of the DE/GR and her staff in providing voter registration and election services to the citizens of the City of Fairfax.

APPROVAL OF MINUTES ELECTORAL BOARD MEETINGS OCTOBER 17, 2019 and DECEMBER 2, 2019

The Chairman moved the minutes for the October 17 and December 2, 2019 Electoral Board meetings, as corrected by the Secretary, be approved. The Vice Chairman seconded the motion and it passed unanimously. The approved minutes will be signed and posted immediately.

SECURITY REVIEW

At 10:29 a.m., Mr. Mark Perry, City of Fairfax Director of IT, arrived to discuss security issues with the Electoral Board and DE/GR.

At 10:30 a.m., the Chairman moved the City of Fairfax Electoral Board, in addition to the DE/GR Brenda Cabrera, and Mr. Perry, City of Fairfax Director of IT, convene in closed session to discuss security matters pursuant to § 2.2-3711 (A) (34) of the Code of Virginia. The motion was seconded by the Vice Chairman and when the question was called, the motion passed unanimously.

At 11:31 a.m., the Chairman moved the Electoral Board of the City of Fairfax end the closed session and the only matters discussed were security matters, as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the Chairman's motion be approved in open session.

The Vice Chairman seconded the motion. The motion passed unanimously.

Roll Call Vote:

<u>Position</u>	<u>Name</u>	<u>Vote:</u>
Chairman	Curt Chandler	<u>Aye</u>
Vice Chairman	Lorraine Koury	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax**

February 11, 2020 Electoral Board Meeting Minutes



Upon a motion made by Chairman, seconded by the Vice Chairman, it is 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 by the Electoral Board.

Roll Call Vote:

<u>Position</u>	<u>Name</u>	<u>Vote:</u>
Chairman	Curt Chandler	<u>Aye</u>
Vice Chairman	Lorraine Koury	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

APPOINTMENT OF OFFICERS OF ELECTION

The DE/GR presented the Electoral Board with 11 new officer of election applications for its consideration. After review of the applications, the Secretary moved that 10 of the 11 applicants be appointed officers of election. The Chairman seconded the motion and it passed unanimously.

ELECTION OFFICER ASSIGNMENTS FOR THE MARCH 3, 2020 DEMOCRAT PRIMARY ELECTION

The DE/GR presented to the Electoral Board a list of the current officer of election assignments to precincts for the March 3, 2020 Democrat Primary Election. Discussion of the list followed, and the Electoral Board commended the DE/GR for the thoroughness of the staffing plan.

ELECTION OFFICER TRAINING FOR THE MARCH 3, 2020 DEMOCRAT PRIMARY ELECTION

Officer of election training is planned for the following dates and times:

- February 18, 2020 at 7:00 p.m. Regular officers of Election training
- February 21, 2020 at 4:00 p.m. Chief Officer of Election training
- February 25, 2020 at 7:00 p.m. Procedural Specialists training
- February 27, 2020 at 3:00 p.m. Central Absentee Precinct (CAP) training
- February 29, 2020 at TBD Chief Officer of Election make-up training (if required)

RECESS

The Electoral Board and DE/GR took a short recess from 11:59 a.m. to 12:07 p.m.

UPDATE ON ABSENTEE VOTING FOR THE MARCH 3, 2020 DEMOCRAT PRIMARY ELECTION

The DE/GR provided the Electoral Board with an update on absentee voting through February 10, 2020. Total ballots sent: 173. 140 ballots were mailed, 28 ballots were emailed; and five (5) Uniformed and Overseas Citizens Absentee (UOCAVA) ballots sent. 28 marked ballots have returned, and 38 voters have voted in-person.

PARTY DESIGNATION OF ELECTION OFFICERS

The DE/GR reported that neither the City Democrat Party or the City Republican Party expressed a desire to nominate individuals to serve as officers of election.



**VOTER REGISTRATATION
AND ELECTIONS**
City of Fairfax
February 11, 2020 Electoral Board Meeting Minutes



SIGN UPDATE

Several new signs were created by the City's Sign & Signal Department and positioned to alert voters to the new location of the DE/GR office. Adjustment to sign size, messaging and location will be considered.

ELECTION NIGHT SUPPLY RETURN IN THE NEW DE/GR SPACES

There was discussion of the need to change procedures followed by Chief officers of election when returning election supplies/materials to the DE/GR after polls close on Election Day. A slight modification to existing procedures was agreed; this change will be beneficial as it would take advantage of the new location of the DE/GR office.

DELINQUENT CAMPAIGN FINANCE REPORTS

The DE/GR reported one past candidate for City Council was delinquent in filing required campaign finance reports. The candidate had been previously notified. A second notification was sent February 7, 2020.

HB2178 COMPLIANCE

The Electoral Board and DE/GR discussed the resource impact of complying with HB 2178, "Virginia voter registration system; security plans & procedures, update of security standards, etc." HB 2178 requires certain actions to be completed by March 1, 2020, if possible. It was agreed that some portions of the HB 2178 required actions will be completed by March 1, 2020, but additional time is required to fully comply. The Electoral Board directed the DE/GR to notify ELECT that the Electoral Board requests additional time to comply with HB 2178.

OTHER MATTERS

The Secretary distributed a copy of planned actions for the Electoral Board in support of the March 3, 2020 Democrat Primary Election.

REVIEW/UPDATE OF THE CALENDAR

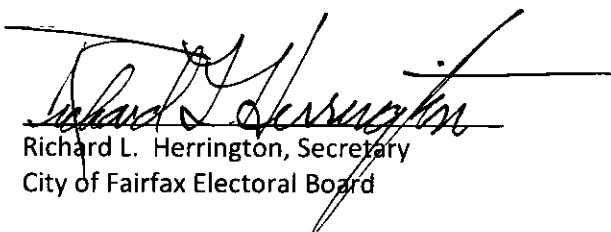
An updated calendar was provided by the DE/GR to the Electoral Board. This update contains all the recent changes to scheduled voting activities.

DATE FOR BALLOT PACKING

It was agreed the ballots for the March 3, 2020 Democrat Primary Election would be packed on February 18, 2020 at 1:30 p.m. by one or more members of the Electoral Board. The DE/GR staff will assist. The location for ballot packing will be coordinated by the DE/GR.

ADJOURNMENT

The meeting adjourned at 1:09 P.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board

