



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
June 6, 2019 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 1:08 p.m.

PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman; and Brenda Cabrera, Director of Elections/General Registrar.

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present who wished to speak or observe the meeting.

APPROVAL OF MINUTES OF APRIL 23, 2019 ELECTORAL BOARD MEETING

The Chairman moved the minutes for the April 23, 2018 Electoral Board meeting, be approved as corrected. The Vice Chairman seconded the motion and it passed unanimously.

APPOINTMENT OF OFFICERS OF ELECTION

The Director of Elections/General Registrar recommended to the Electoral Board two individuals who expressed interest in becoming officers of election. After discussion, the Chairman moved that Cheryl Ann Lee to appointed as an officer of election. The Vice Chairman seconded the motion and when the question was called, the motion passed unanimously. The Chairman then moved that William Phillips be appointed as an officer of election. The vice Chairman seconded the motion and when the question was called, the motion passed unanimously.

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PLANS FOR JUNE 11, 2019 IN SUPPORT OF THE JUNE 11 DEMOCRAT PRIMARY

The Chairman requested the Secretary provide a copy of the Electoral Board “plan of activities in support of the Primary Election.” The Secretary distributed copies of a plan consistent with previous Election Day Plans. After discussion of the suggested plan, Electoral Board members and the Director of Elections/General Registrar decided an update would be necessary to reflect recent process improvements; the Secretary will update the plan and effect distribution prior to Saturday, June 8, 2019.

RECESS

At 2:57 p.m., without objection, the Chairman called the meeting into recess.

RECONVENE

The Electoral Board reconvened at 3:08 p.m.

UPDATE BY GR/DE ON ITEMS NOT PREVIOUSLY DISCUSSED

- The Electoral Board and Director of Elections/General Registrar reviewed recent City Council actions which approved one additional full-time employee for the staff of the office of the General Registrar. The Secretary commended the Director of Elections/General Registrar for her efforts in making the City Council and City Manager aware of the importance of having staffing adequate to



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meet the many challenges which must be met to successfully support the citizens of the City of Fairfax.

- The Director of Elections/General Registrar updated the Electoral Board on efforts to procure newer electronic pollbooks; the City Attorney and the vendor involved are actively working with a contract the Director of Elections/General Registrar believes will allow procurement in time to have the new devices “in hand and operational” for the November 2019 General Election.
- Absentee voting locations for the 2020 Presidential Election: The Chairman had previously expressed concern related to the possibility of the City of Fairfax being required to have multiple absentee voting locations. The Director of Elections/General Registrar stated ELECT had not yet provided guidance which could be used for planning purposes. After discussion of various options, it was the sense of the Board that the Director of Elections/General Registrar’s recommendation that the Sisson House remain the single absentee voting location for the voters of the City of Fairfax was appropriate. Unless ELECT provides guidance that conflicts with having a single absentee voting location, the Sisson House will remain the single absentee voting location for the City of Fairfax.
- The Director of Elections/General Registrar briefed the Electoral Board on a general meeting she recently attended related to voting issues. Of note was a tabletop emergency exercise sponsored by ELECT which was conducted in Richmond VA designed to simulate a wide range of emergency scenarios and provide local election officials experience in managing the unexpected. The Director of Elections/General Registrar indicated it was a most effective exercise that revealed the criticality of effective communications to keep decision makers aware of important information. She commended ELECT for its presentation.

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PERSONNEL MATTER AND VOTING EQUIPMENT SECURITY

At 3:15 p.m., Chairman moved the City Of Fairfax Electoral Board convene in closed session to discuss a personnel matter and security issues pursuant to § 2.2-3711 (A) (1) and § 2.2-3711 (A) (19) of the Code of Virginia. The motion was seconded by Vice Chairman and when the question was called, the motion passed unanimously.

At 4:31 p.m., the Chairman moved the Electoral Board of the City of Fairfax certify that in closed session just concluded the only matters discussed were plans related to personnel and the security of voting equipment, as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the Secretary’s motion be approved in open session. The Vice Chairman seconded the motion. When the question was called, 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>



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ADJOURNMENT

The meeting adjourned at 4:31 p.m.

Richard L. Herrington, Secretary
City of Fairfax Electoral Board

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