



**VOTER REGISTRATATION
AND ELECTIONS
City of Fairfax
June 6, 2018 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 10:06 a.m.

PRESENT

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

MEMBERS OF THE PUBLIC TO SPEAK

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

APPROVAL OF MINUTES; ELECTORAL BOARD MEETINGS MARCH 27, 2018 (AS AMENDED), APRIL 23, 2018 AND MAY 2 & 3, 2018

The Secretary asked that a motion be presented to approve the minutes of the March 27, 2018, April 23, 2018 and May 2&3, 2018 Electoral Board meetings. There was discussion concerning the positive changes made to the March 27, 2018 meeting and that the minutes for the April 23, 2018 meeting had not been distributed in time for review. The Chairman recommended the minutes for the April 23, 2019 meeting be considered at a future Electoral Board meeting. The Secretary thanked Board members and the General Registrar for their diligence in reviewing the draft minutes. The Chairman moved the minutes for the March 27, 2018 and May 2&3, 2018 meeting minutes be approved as presented; when the question was called, the motion passed unanimously.

REVIEW OF "THE FOLLOWING LIST OF ACTIVITIES WILL BE ACCOMPLISHED TO SUPPORT THE REPUBLICAN PRIMARY" AKA RICK'S TIC-TOC

The Chairman and Vice Chairman thanked the Secretary for providing the document as it captures most of the important tasks the Electoral Board needs to accomplish as part of its oversight responsibility for the successful conduct of elections. The Secretary commented that the document is a work in progress and will be refined to support each election; a similar document will be created to support the November General Election.

SEALING ENVELOPES

During the May 2018 City election, several ELECT supplied envelopes used to package election materials were not sealed properly because of envelope design and officer of election interpretation of the methods that should be used to adequately seal the envelopes. Discussion of the issue followed; the General Registrar stated she would investigate the issue and provide a solution to the Electoral Board prior to the June 12, 2018 Republican Primary.



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RISK LIMITING AUDIT UPDATE

The General Registrar updated the Electoral Board on the activities of ELECT as related to Commonwealth localities being required to participate in risk limiting audits of elections. The Chairman and General Registrar participated in a conference call last week with Verified Voting which focused on the details of risk limiting audits and possible variations (methods) of auditing. The call proved educational and explained some of the challenges that ELECT would need to resolve prior to moving forward with audits of localities. There are localities that do not have the voting equipment needed to provide specific records that are critical to certain audits. The Chairman was able to ask questions and stated the call answered some of the questions he had related to the types of audits.

There are three (3) basic approaches to risk-limiting audits and all three methods require human inspection of voter-verified paper ballots.

1. *Batch-level comparison audits.* Some batches (often corresponding to individual precincts or voting machines) are randomly selected. The ballots in each selected batch are counted by hand, and the audit vote counts are compared to the original tabulation totals.
2. *Ballot-level comparison audit,* in which individual paper ballots are sampled, auditors record their interpretations of the vote(s) on each ballot without consulting the original machine Cast Vote Records (CVRs), and then the audit interpretations are compared to the machine interpretations as recorded in the CVRs. If the original tabulation isn't amenable to this method -- if CVRs do not exist or cannot readily be matched with ballots -- the original paper ballots can be rescanned in what is called a "machine-assisted" or "transitive" audit.
3. *Ballot polling.* In a ballot polling audit, individual ballots are sampled, auditors record their interpretations of the votes as in a ballot-level comparison audit, but only the audited vote totals are used to assess the tabulation outcome. This approach is less statistically efficient than ballot-level comparison audits but can be easier to implement.

There will be more activity at ELECT as the details of the method selected are distributed. The General Registrar stated she will stay in communication with Verified Voting on this matter and believes the City of Fairfax could be able to assist ELECT once the details are resolved.

ELECTION OFFICER APPLICATIONS

The General Registrar presented two candidates for appointment as officers of election; Mr. Michael Jacobson (Precinct 2) and Linda Ruble (Precinct 3). The applications were reviewed and after discussion, the Chairman moved the applications for Mr. Jacobson and Ms. Ruble to be officers of election be approved. When the question was called, the motion passed unanimously.

OFFICERS OF ELECTION SALARY

The Secretary moved that chief officer of election compensation be increased to compensate chief officers for the loss of payment for expenses when the City finance department moved them to the payroll system. The increase is \$10.00 per chief officer of election.



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NEXT STEPS FOR PART TIME TO FULL TIME POSITION, ASSISTANT REGISTRAR

The Electoral Board and General Registrar discussed the need to gain City Council recognition that the office of the General Registrar for the City of Fairfax needs two (2) full time assistants to ensure the proper standard of care for the voters of the City of Fairfax. Increases in duties and responsibilities of the Office of the General Registrar mandated by the General Assembly have been recognized by the Electoral Board since at least 2007. Continued use of part-time assistants has not proved to be a method which can ensure the continuity of critical general registrar required activities. While the Electoral Board is authorized by §24.2-112 (Code of Virginia) to determine the number and term of assistant registrars, §4.3 of the City of Fairfax Charter takes precedent in determining the need of additional assistant registrars and required compensation. The Secretary shall take the lead in crafting a budget proposal to be submitted to the City Council at the appropriate time. The General Registrar, Chairman and Vice Chairman will assist the Secretary as necessary.

UPDATE ON POLLPAD

The General Registrar reported the contract for the new PollPad is "in work." Renewal of the existing contract with Demtech is on hold awaiting the outcome of the PollPad contract. It is anticipated training on the new PollPad would take place in August or September depending on delivery of the equipment. The General Registrar will keep the Electoral Board informed of the progress of this effort.

UPDATE ON EQUIPMENT/CART

The General Registrar discussed the effort underway to determine the size, form, and cost of voting equipment cages should the Electoral Board and General Registrar determine the security afforded by use of such devices would significantly contribute to the standard of care the City Council and residents of the City of Fairfax would expect.

UPDATE ON EQUIPMENT SECURITY FOR JUNE PRIMARY

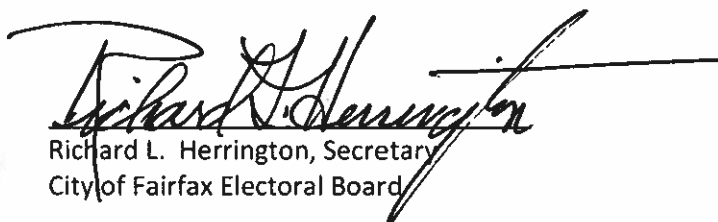
The Secretary reported the situation at Precinct One (1) was still on-going as he had been unable to meet with the building manager. That meeting is now scheduled to take place on Thursday, June 7, 2018. Once the issue is resolved, the Secretary will inform the Board and General Registrar.

PERSONNEL MATTERS

The Secretary asked the board members to complete their review of the draft annual evaluation of the General registrar and provide that input as soon as practicable.

ADJOURNMENT

The meeting adjourned at 12:56 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board

