



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
July 18, 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 10:00 a.m.

**PRESENT**

In the GR office: Richard Herrington, Secretary; Curt Chandler, Chairman; and Brenda Cabrera, General Registrar/Director of Elections.

On the phone (conference call): Mark Lindeman, John McCarty (Verify Voting), James Heo (ELECT), Nikki Clemons (ELECT), and Eugene Burton (ELECT)

**BACKGROUND**

The City of Fairfax has agreed to participate in a risk-limiting audit (RLA) pilot project supported by ELECT. There have been previous meetings, the latest being held 6 July 2018. There are three (3) basic approaches to risk-limiting audits and these methods require human handling of voter-verified paper ballots.

1. *Batch-level comparison audit.*
2. *Ballot-level comparison audit*
3. *Ballot polling.*

**DISCUSSION:**

Attendees confirmed they had received read ahead materials for the meeting and immediately started going through issues highlighted for discussion.

Detailed procedures – A quick review of the proposed procedures was conducted and will require additional efforts to ensure they reflect the actual procedures to be followed. It was agreed that adjudicators used on 2 August 2018 could not be the same adjudicators for 3 August 2018.

Adjudication process – The handling of damaged ballots, over voted and under voted ballots required discussion because of the potential some of these ballots may not be able to create a “cast vote record (CVR)” a needed computer-generated file needed for the process which uses a separate scanner. Sorting damaged ballots into a separate file for manual review appears appropriate. Taking pictures – photograph or video – of ballots by observers to the audits was discussed. It was agreed a simple, “You must be authorized to do so” qualification for select individuals would resolve the issue for anyone in attendance.

Officer of Election (OE) staffing – OEs would be the only individuals who would handle ballots. There will be six (6) assigned each day.



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Set-Up – Mark will assist with troubleshooting. Nikki will handle the credentialing details.

5% Risk Limit – Using a risk limit of five (5) %, approximately 300 ballots will be needed for the RLA pilots. The Chairman asked that he be provided with the formula used to determine actual number of ballots needed.

CAP Ballots – It was suggested that CAP ballots be hand counted on 2 August 2018 and a process has been developed to support that effort.

Random Sample – Selection of ballots for the RLA must be transparent and the process used explained. There was discussion of live streaming and recording of the process.

Label – Label is the term used to describe the form used to record the process and account for the handling of ballots selected for the RLA. There have been several adjustments to the various labels as more has been learned about the pilot that will be conducted. There will be more refinements prior to conduct of the pilot.

A/V Equipment – ELECT is working this issue and the GR stated there is a possibility the City or Clerk of the Court could assist if necessary. There was discussion of the size of the screen needed for presentations.

Actual Step-By-Step Process – the Chairman asked several questions related to adjudication and observers for clarification.

- It was decided Electoral Board members would be involved in the adjudication process and OEs could also be used as necessary to allow Electoral Board members some additional flexibility during the conduct of the pilot as there is anticipated to be many people interested in speaking with Electoral Board members.
- It was apparent that more attention and time needed to be devoted to the codifying the procedures; the Secretary stated that no matter what was determined today, things would change right up to the time the process was being used – “It’s a Pilot!” and subject to change. It was decided that edits to the “now” published procedures be submitted 20 July and again on 24 July prior to the next meeting scheduled for 27 July 2018.
- Attendees agreed it was a work in progress and as the event draws closer, there are going to be many changes, perhaps some substantive.

Guest List – Attendees provided input: among those anticipated to attend some or all of the RLA pilot include the Commissioner of Elections, the Mayor of the City of Fairfax, City Council members, political party representatives, candidates for office, electoral board members and GR’s from other localities and the media. ELECT is screening and coordinating the list.

At 12:05 p.m. the conference call ended, and the meeting stood in recesses for 10 minutes.

At 12:12 p.m. the meeting reconvened.



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**APPOINTMENT OF OFFICERS OF ELECTION:**

The GR presented to the Electoral Board the names of several people that had applied for appointment as officers of election. A review of the applications was conducted and following discussion, eight (8) individuals were considered qualified to serve as officer of election:

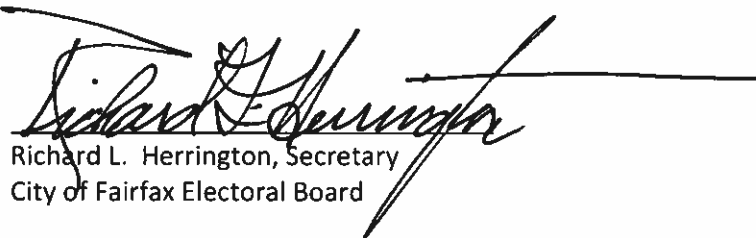
- Edgard Brown
- Sarah Drake
- Theresa Ferlotti
- Alissa Ngugen
- Charles Preceley
- Patricia Arreaza
- Shobana Sen
- Brenda Tucker

The Chairman moved the above listed individuals be appointed as Officers of Election. The motion was seconded by the Secretary and passed unanimously.

A copy of the notes taken by ELECT will be obtained by the GR and once received will be appended to these minutes.

**ADJOURNMENT**

The meeting adjourned at 1:09 p.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board

