



**VOTER REGISTRATATION
AND ELECTIONS**
City of Fairfax
July 27, 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 9:06 a.m.

PRESENT

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

On the Phone (conference call) ELECT staff: Mark Linderman, James Heo, Nikki Clemons, and Eugene Burton; John McCarty (Verify Voting),

BACKGROUND: RISK LIMITING AUDIT UPDATE

The Electoral Board and General Registrar, with the assistance of the City of Fairfax proposed to ELECT a risk limiting audit (RLA) pilot as related to Commonwealth localities. Recent legislation requires localities in Virginia to participate in audits of elections and risk limiting audit pilots are being conducted to determine the best methodology for Virginia to use.

The RLA is not a recount of an election. It is a sampling of enough ballots to provide confidence in the results of an election.

The RLA pilots that will be performed by the City of Fairfax:

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

There will be more activity at ELECT in the development and refinement of the methods to be used. The General Registrar stated she will stay in communication with ELECT on this matter and believes the City of Fairfax will be able to assist ELECT once the details are resolved.

DISCUSSION ITEMS

Labels and Procedures –

- There have been several refinements of the labels and procedures over the past several days. A draft of the most recent changes will be shared as soon as the meeting concludes.
- The Chairman will shadow Eugene during computer set-up to gain a better understanding of the procedures that will be used during the audit pilots. It is believed there will be additional refinements to labels and procedures during the conduct of the RLA pilots because more information and experience will drive process improvements.



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- There are three presentations planned to be given to the participants and observers, The Secretary recommended these presentations be reviewed to ensure the information would be beneficial to recipients and not cause confusion.
- The General Registrar stated the CAP ballots had a tally sheet which was created during the normal processing of ballots on election day. This should reduce the time spent having to process CAP ballots which might be used during the audits.
- Imaging of Ballots –
 - Credentialing will produce ID's that will have stickers of various colors to denote authorization to take photos. The agreed policy is images of ballots may be taken only if authorized by the Electoral Board, General Registrar, or designated ELECT personnel.
- Electoral Board members and ELECT staff will be used for the ballot level comparison and ballot polling audit pilots.

LOGISTICS

- The Court has approved the use of ballots from the 12 June 2018 Republican Primary; ballots will not be marked.
- The jury room of the fourth floor of the courthouse provided by the Clerk of the Court can accommodate approximately 90 people and will be available at 1000 on 1 August (Wednesday) for equipment placement and furniture reconfiguration.
- The jury room will be opened at 0900 on 2 and 3 August (Thursday and Friday).
- Bottled water will be provided by the Electoral Board and stored (room permitting) in a refrigerator located in a break room that services the jury room.
- Placement of printers, scanner and projectors will be determined during room set-up. The Secretary will provide a backup printer and projector.
- Office supplies have been determined and will be staged in an adjacent room
- Ballots will be stored/secured in an adjacent room
- Internet capability must be checked – the Secretary will provide a router if necessary.
- RLA processes will be projected on screens for the observers.
- Lunch for attendees/observers; the courthouse has a cafeteria and there are restaurants within walking distance of the courthouse.
- There will be at least three (3) different presentations related the RLA pilots and the use of RLA audits for the observers/guests.
- The Secretary of the Electoral Board of the City of Fairfax will administer an oath applicable to the duties of the Officers of Election who will be involved in the pilots. Electoral Board members, the General Registrar and ELECT personnel are already sworn-in.
- The Mayor of Fairfax has confirmed his attendance for the kick-off of the RLA pilots.
- "Question" cards will be made available for participants and observers to write questions, so a single list of questions can be consolidated and managed by the General Registrar or ELECT.
- Introduction of dignitaries (Mayor, Commissioner of Elections, elected officials, etc.) will be conducted by the General Registrar.



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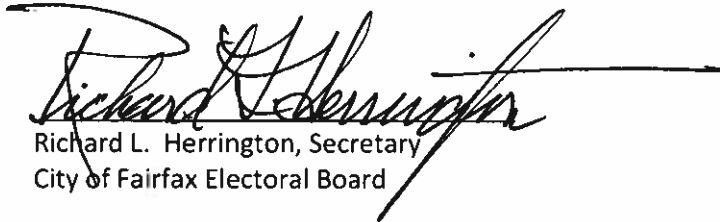
Results of the three RLAs will be finalized in a report which will be produced by ELECT.

PERSONNEL MATTERS

The Secretary asked 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 11:23 a.m.



Richard L. Herrington, Secretary
City of Fairfax Electoral Board

