



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
August 1, 2, 3, 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**

**August 1, 2018**

**CALL TO ORDER**

The Chairman called the meeting to order at 10:00 a.m.

**PRESENT**

Richard Herrington, Secretary; Curt Chandler, Chairman; and Brenda Cabrera, General Registrar/Director of Elections; Nancy Tingen, Deputy General Registrar; ELECT staff James Heo, Eugene Burton, Luther Weeks, Mark Lindeman; and John McCarty, Verify Voting.

**RISK LIMITING AUDIT (RLA) SETUP DAY**

The General Registrar, Electoral Board and ELECT personnel participated in the staging of equipment and configuration of the jury room at the Fairfax County Courthouse. The Vice Chairman of the Electoral Board was not available because of travel conflicts.

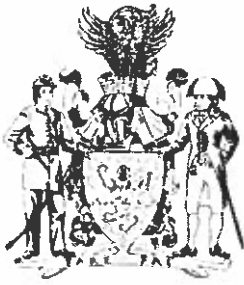
The Clerk of the Fairfax Circuit Court (19<sup>th</sup> Judicial Circuit) had made a jury room available for the conduct of the RLA pilot and allowed several pieces of equipment and documents needed for the pilots to be staged in the jury room. The Clerk of the Court provided additional personnel to augment that process and handle ballots authorized by the Court to be used for the RLA pilots scheduled for August 2 & 3, 2018. It took several hours to stage equipment and configure the room. The jury room would be used for all three RLA pilots and presentations to be made to participants and observers.

Setup activities were recessed at 1:00 p.m. for 90 minutes (lunch).

Activities recommenced at 2:30 p.m. The Electoral Board determined the number of known tasks involved during the three pilot RLAs made it impractical for all Board members to observe or be involved in all activities. It was decided the Secretary would serve as one of the adjudicators and when able perform time-motion studies of officers of election processing ballots. The Chairman would focus on time-motion studies, observation of individuals involved in selected RLA pilot activities, and discussion with observers.

At 3:00 p.m. the last of the supplies needed for the RLA pilots arrived.

The RLA pilot gathering adjourned for the day at 3:52 p.m.



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**August 2, 2018**

**CALL TO ORDER**

The Chairman called the meeting to order at 10:01 a.m.

**PRESENT**

Richard Herrington, Secretary; Curt Chandler, Chairman; Brenda Cabrera, General Registrar/Director of Elections; Nancy Tingen, Deputy General Registrar; ELECT staff; and officers of election from the City of Fairfax.

**TRAINING FOR OFFICERS OF ELECTION**

The Secretary swore in the officers of election (OE) and the General Registrar immediately conducted the training necessary to allow OEs to satisfactorily carry out assigned tasks. As training was conducted, several members of the Clerk of the Court's staff arrived with ballots that the Court had authorized be used for the RLA pilots.

**RLA ACTIVITY**

With training completed, OEs immediately began performing assigned tasks. The time allotted for tasks involving ballot distribution proved to be overly conservative. Several tasks believed to take one hour or more were accomplished in 20 minutes or less. The activities were performed so quickly a call was placed to the Commissioner of Elections, Mr. Chris Piper, to advise him that his scheduled appearance at the assembled RLA pilot could be advanced several hours. RLA pilot participants and observers broke for lunch at 11:55 a.m. The Electoral Board hosted lunch in the Courthouse cafeteria.

RLA pilot activities recommenced at 2:03 p.m. Mr. Piper arrived at 2:46 p.m. and addressed the gathering, expressing his thanks to the City of Fairfax and everyone present for supporting the RLA pilots as they would be used to start the process of selecting a methodology the Commonwealth would use in the future to audit elections. Following his remarks, the General Registrar produced several 10-sided dice that were used to generate a 20-digit random number to be used in calculations for ballot selection.

At 3:31 p.m. all planned activities for the day were complete. The General Registrar debriefed OEs to determine lessons learned and develop plans for improvement of the processes used. OEs were then provided training necessary to prepare them for the activities to be conducted on August 3, 2018.

The gathering adjourned for the day at 4:00 p.m.



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**August 3, 2018**

**CALL TO ORDER**

The Chairman called the meeting to order at 9:02 a.m.

**PRESENT**

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman; Brenda Cabrera, General Registrar/Director of Elections; Nancy Tingen, Deputy General Registrar; ELECT staff; and officers of election from the City of Fairfax.

The Mayor of the City of Fairfax, Mr. David Meyers, arrived at 8:54 a.m. and spoke with the Commissioner of Elections, the General Registrar and Secretary of the Electoral Board.

At 9:04 a.m., Mr. Myers addressed the RLA participants and observers. He thanked ELECT for its contribution to the elections community and stepping forward with the development of processes that would improve voter's confidence in the entire voting process. Mr. Myers was especially complementary to the General Registrar for all her efforts in supporting the RLA pilots. Mr. Piper followed the Mayor and reiterated his thanks to the City of Fairfax and especially the General Registrar who had been most helpful in supporting the RLA pilots.

The OEs began tasks at 9:40 a.m. The actual processes that were followed for the three RLA pilots are contained in Attachment (1) to these minutes. Basically, the tasks involved identifying certain ballots and processing them in manner consistent with RLA pilot procedures. This was extremely detailed work and on two occasions mistakes were made that were discovered in later steps of the RLA pilot procedures. Corrections to these errors were immediate and provided valuable feedback that caused the change of procedures to minimize the potential of such errors reoccurring.

The Secretary, as a designated adjudicator for two of three RLA pilots, accepted custody of the first set of ballots at 9:50 a.m. The handling of ballots required an absolute chain of custody and without exception there was complete control exercised over all ballots. At 10:10 a.m. the adjudication process started for the ballot comparison RLA. That task was completed at 11:51 a.m.

The RLA pilot stood in recess at 11:52 a.m. for 60 minutes (lunch).

At 1:04 p.m. the RLA pilot resumed. The ballot polling RLA started at 1:15 and finished at 2:30 p.m. While that RLA pilot was being conducted, there were presentations on the results of other RLA pilots and related topics for participants and observers.

By 2:40 p.m. all RLA pilot activity had ceased and ballots returned to the staff of the Clerk of the Court.



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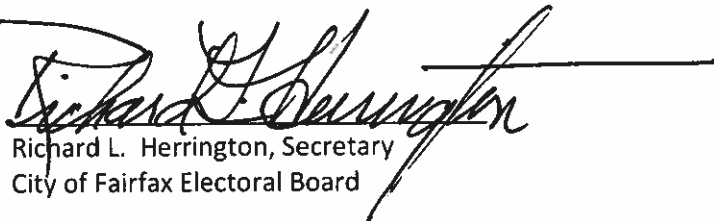


The General Registrar and the Commissioner of Elections entertained questions which participants and observers had submitted. Many of the observers had not only questions but valuable insight into the RLA methodology. Some questions were technical but most revolved around when other localities would be required to perform RLAs, how long 'real' RLAs would take, what resources would be needed. The ballot polling audit appeared to be of interest to many observers and could possibly be performed in 4-5 hours by most localities once the necessary procedures are clarified. Localities would certify their RLAs.

The General Registrar and Commissioner of Elections concluded the City of Fairfax RLA pilot by thanking all participants and observers for their participation and interest in risk limiting audits.

**ADJOURNMENT**

The meeting adjourned at 3:47 p.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board