



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
April 24, 2017 Electoral Board Meeting Agenda**



**Brenda F. Cabrera  
Director of Elections  
General Registrar**

**Electoral Board  
Secretary: Richard Herrington  
Chairman: Dean Ross  
Vice Chairman: Curt Chandler**

**CALL TO ORDER**

The Secretary called the meeting to order at 10:03 a.m.

**PRESENT**

Richard Herrington, Secretary; Tom Ross, Chairman; Curt Chandler, Vice Chairman; Brenda Cabrera, General Registrar/Director of Elections and Olga Hernandez, League of Women Voters.

**DELAYED APPROVAL OF MINUTES OF EB MEETING OF MARCH 20, 2017**

The Chairman asked that action concerning the minutes of the March 20, 2017 EB meeting be delayed until later in the meeting to allow time for additional review. The Secretary stated such a delay was acceptable and the minutes would be considered later in the meeting

**MEMBERS OF THE PUBLIC TO ADDRESS THE ELECTORAL BOARD**

The Secretary recognized Ms. Olga Hernandez, League of Women Voters and thanked her for attending the meeting Ms. Hernandez stated she felt welcomed at the meeting and informed the EB that a new committee had been organized by the league of Women Voters; League of Women Voters for the City of Fairfax. This new group would meet on the evening of the 2<sup>nd</sup> Wednesday of each month at Green Acres. There was discussion concerning the composition of the group and Ms. Hernandez stressed there had been an increased awareness of the political activities of elected officials since the unfortunate incident involving the resignation of the mayor in August 2016.

**APPROVAL OF MINUTES OF EB MEETING OF MARCH 20, 2017**

The Vice Chairman stated that the EB should address the minutes of the March 20, 2017 EB meeting to ensure the deferred action on approval of the minutes would not be overlooked. The Chairman then immediately moved the minutes for the Electoral Board meeting of March 20, 2017 be approved as written. The Vice Chairman seconded the motion and it was approved unanimously.

**VOTER SUPPORT**

The Secretary stated there were several items on the agenda under the heading of "Voter support" which had originated with the General Registrar. The Secretary asked the General Registrar to elaborate:

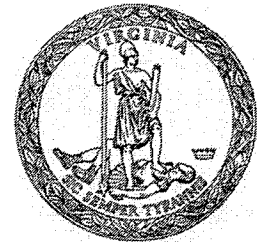
Precinct One handicap access:



# VOTER REGISTRATATION AND ELECTIONS

## City of Fairfax

### April 24, 2017 Electoral Board Meeting Agenda



The General Registrar stated she became aware of concern expressed by the Chief Officer of Election at the precinct related to a side door that is frequently used for entry and exit of the precinct. She noted this was not the primary entry/exit door and provided a photograph of the side door and step up of some seven (7) inches from the walkway to the inner floor. This particular side door has been used by a number of people with walking disabilities and resulted in the Chief Officer of Elections receiving complains about the step up and step down required when using the side door. Discussion followed and the use of additional curb side voting "encouragement" signs was included. It was decided the EB should investigate the continued use of the side door on election day; the primary entry/exit to the precinct is ADA compliant. Use of the side door is now an option available to voters. The General Registrar will coordinate a meeting of the EB, Chief officer of Election and building representatives to review the use of the side door on election day.

#### Curbside voting signs:

Increased use of curb side voting signs throughout the City was discussed. Additional study will be needed to determine both the design and the placement of signs that advertise the availability of curb side voting.

#### Investigate PollPad use by Fairfax County:

The General Registrar stated the County of Fairfax was supportive of the EB and General Registrar visiting some precincts to observe the County's use of "PollPad." Precincts 117 and 121 were suggested as optimum for such observation on election day. The General Registrar also reported Loudoun County decided to use the DemTech device because of that systems operational flexibility. More investigation is needed before the General Registrar can make an informed recommendation to the EB concerning the replacement of the City's existing pollbooks.

#### Business Cards for EB Members:

The Secretary asked the General Registrar about the status of business cards for the EB – the General Registrar replied the members of the EB had not responded to her email asking specific design and information questions...a long silent pause followed...and the Secretary then promised the General Registrar she would have that information immediately if not immediately following the meeting.

### **UPDATES BY GENERAL REGISTRAR**

The General Registrar addressed several items associated with officers of election and the upcoming June Primaries. Prior to starting the updates, the General Registrar indicated she was asked to participate in VRAV Annual Training as a presenter on two topics. The General Registrar stated this additional work effort will not interfere with her other duties; the EB commended the General Registrar for her initiative and commitment to the elections community. The General Registrar also thanks the EB for being authorized to receipt for the absentee ballots. The Chairman moved that in the future, should all EB members not be available for the receipt and processing of absentee ballots, that the General Registrar and Deputy General registrar be authorized to receipt for and process absentee ballots in accordance with the Code of Virginia. The motion was seconded by the Vice Chairman and after extensive discussion, approved unanimously.

#### Review of OE applications:



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
April 24, 2017 Electoral Board Meeting Agenda**



The General Registrar reported there were no additional officer of election applications but there were related personnel issues which more appropriately should be discussed in closed session. Discussion followed wherein the EB agreed the issues fell under Section 2.2-3711 of the Code of Virginia and would be addressed in closed session.

**Calendar of events:**

The General Registrar distributed an update to scheduled activities related to preparation for the June 13, 2017 Dual Primary. L&A testing on May 17, 2017 will be at Green Acres. The Secretary stated he possibly could not attend L&A testing as he had to appear in Spotsylvania General District Court as a witness for the prosecution in a theft case.

**Staffing for June Primary:**

The General Registrar distributed an updated list of officers of election who will be working the dual primary. Discussion followed; use of "pages" requires coordination with the high schools and the General Registrar highlighted her activities trying to get buy-in from teachers at the high schools. There will be continued interaction with the appropriate school personnel to continue this effort. The General Registrar stated she had a great working relationship with the Superintendent of Schools for the City and the Governor's recent attention to getting young people involved in the political process were indicators support of her efforts would positive.

**L&A TESTING APRIL 25, 2017**

All necessary preparation have been made for L&A testing of the CAP voting equipment. The Secretary confirmed his presence as did other members of the EB. The General Registrar indicated the test should not take more than one hour.

**CAMPAIGN FINANCING**

The Chairman asked that campaign financing be discussed, specifically what actions the EB or the General Registrar were responsible. The General Registrar stated recent changes in the Code of Virginia which had effectively eliminated involvement of the EB or the General Registrar in campaign finance matters. The Chairman asked if funds raised by a campaign might be used for other purposes; consensus of the Secretary and General Registrar – "No."

**EG WORKING GROUP – DELEGATION DOCUMENT**

The Secretary asked the Vice Chairman if additional meetings of the Working Group (WG) were needed. The Vice Chairman stated the last meeting of the WG had seen all the changes made he believes appropriate. The Secretary stated he believed the document was therefore ready to present to the General Registrar for her review/comments. That will take place following the meeting.

**JOHN HAROLD UPDATE**



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
April 24, 2017 Electoral Board Meeting Agenda**



The Secretary reported the assistant to the City Manager had all necessary information for drafting of a proclamation highlighting Mr. Harold's many contributions to the City of Fairfax. The Secretary will check after the meeting to determine what if anything is needed to complete this effort.

**CLOSED SESSION – PERSONNEL MATTERS**

At 11:32 a.m. the Secretary moved the Electoral Board of the City of Fairfax convene in closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia for the "[d]iscussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; ...." The motion was seconded by the Chairman and approved unanimously.

Upon a motion made by the Vice Chairman at 11:52 a.m., seconded by the Chairman, and passed by unanimous vote of the Electoral Board, the Electoral Board reconvened in open session.

**CERTIFICATION**

At 11:57 a.m. upon a motion made by the Secretary, seconded by Vice Chairman, and passed upon affirmative roll call vote in open session, it was certified that (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed session or meeting by the Electoral Board.

Roll Call Vote:

Vote:

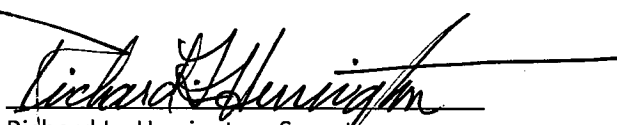
Chairman, Tom Ross \_\_\_\_\_ Aye

Vice Chairman, Curt Chandler \_\_\_\_\_ Aye

Secretary, Richard Herrington \_\_\_\_\_ Aye

**ADJOURNMENT**

The meeting adjourned at 11:58 a.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board