



# OFFICE OF THE ELECTORAL BOARD & GENERAL REGISTRAR

City of Fairfax

## April 21, 2015 Electoral Board Meeting Minutes



Attendance: Rick Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman; Kevin Linehan, General Registrar; Nancy Tingen, Chief Deputy Registrar.

The Secretary called the meeting to order @ 2:02pm.

### 1. Approval of the March 26, 27, 31 & April 2, 2015 Minutes:

Secretary moved the Board approve the minutes of the March 26<sup>th</sup>, 27<sup>th</sup>, 31<sup>st</sup> and April 2<sup>nd</sup> Meetings. The Vice Chairman informed the Board the March 31<sup>st</sup> Minutes should be amended to strike the words, "Action Taken in Closed Session" and to remove the following sentences from the Closed Session and be placed in the section when the Board reconvened in Open Session:

"The Secretary is to notify the individual selected by the Board for the General Registrar position. The notification will take place today. The notification is informal as the Personnel Director will make the formal offer of the position to the individual on April 1, 2015."

"The Secretary thanked the City of Fairfax Personnel Director for attending the Closed Session and she left the meeting at 4:35pm."

The Secretary motioned that the Board approve the March 26<sup>th</sup>, 27<sup>th</sup>, and April 2<sup>nd</sup> Minutes and approve the March 31<sup>st</sup> Minutes as amended. The motion was seconded by the Chairman. The Board voted: Secretary "yea," Chairman "yea," and Vice Chairman "yea." The motion passed unanimously.

### 2. Personnel Department – Status of Example Position Descriptions for City positions:

The Chairman indicated he has not received any sample position descriptions from the Director of Personnel to be used as a guide for drafting the General Registrar/Director of Election's description. The General Registrar informed the Board that he recently talked with Tim Scott, previous General Registrar for the City of Fairfax and current Director of Elections in Multnomah County, Oregon. Mr. Scott said that when he was the Registrar in Fairfax City, there was no position description for the General Registrar position. Mr. Linehan informed the Board he drafted and submitted a position description for the General Registrar/Director of Elections as soon as the Director of Personnel informed all departments that a salary study of all City positions would take place and desired to have descriptions on file with the HR department for all positions. The Chairman



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requested an electronic copy of the General Registrar/Director of Elections position description that is currently on file with Personnel.

**3. Electronic Poll Book (EPB) Upgrade Update:**

The Department of Elections (ELECT) is coming out with an in-house EPB solution and will showcase the software at annual training in July. In addition to annual training, regional EPB software trainings will occur throughout the Commonwealth. The Registrar informed the Board the EPB contact at ELECT, Cameron Sasnett, said the transition for localities to switch will be seamless.

**4. Status of the Agreement Between the General Registrar and City of Fairfax:**

The Chairman informed the Board he received an email from the City Attorney that included a draft agreement. Copies were provided to all meeting attendees. The Board took no action on the agreement so everyone could take their time to read it.

**5. Decertification of WinVotes & Board Briefing to City Council & Mayor:**

The Secretary drafted a proposed Plan of Action and Milestones (POA&M) to be sent to the Mayor and City Council members. Purpose of the POA&M is to brief the local governing body on the status of the procurement of new voting machines. The Board made minor grammatical changes to the draft document. The Secretary asked the Chief Deputy Registrar to make the edits agreed upon by the Board and email the document to the City Clerk.

The Chairman informed the Board he had sent an email to the City Manager and Mayor informing them the cost of the switch to new equipment would be approximately \$130,000.00.

DRE disposal was discussed. Some vendors have offered to dispose of the WinVotes for affected localities. The City has a policy in place for disposal of City property. Since some of machines were purchased using Federal funds, the General Registrar will inquire with the Department of Elections to determine the proper disposal policy. The Secretary reiterated the importance for disposing of the equipment by following all federal, state and local policies.



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**6. Requirements for New Voting Equipment:**

The "scope" section of the POA&M covers some basic machine requirements; however, the Board doesn't have an idea of what all of those requirements and weighted measures should be. The Vice Chairman suggested this should be discussed later. The Registrar reminded the Board that law code exempts this office from the City's purchasing policy for acquiring new voting machines. He also informed the Board the Registrar's Office had developed a matrix of questions and desired machine requirements. The Board requested the matrix be sent to them electronically. The Board decided to meet at 2:00 pm on Wednesday, April 29, 2015.

**7. New Business:**

A draft EB policy for electronic meetings was provided to all Board members. The Board decided to take action on the policy at a later date.

The meeting adjourned at 4:00pm.

Respectfully submitted,

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Richard Herrington, Secretary  
City of Fairfax Electoral Board