



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax

June 30, 2015 Electoral Board Meeting



Present: Richard Herrington, Secretary; John Harold, Chairman; Kevin Linehan, outgoing General Registrar; and Brenda Cabrera, Incoming General Registrar. The Secretary called the meeting to order at 10:01am and welcomed Ms. Cabrera to her first Board meeting.

A motion was made by the Secretary to approve the Minutes of June 3, 2015 meeting. The motion did not receive a second. The Chairman indicated he wished to have discussion and approval of the June 3, 2015 Minutes deferred until the Vice Chairman was present.

The Board discussed the following agenda items:

1. Campaign Finance:

The discussion of penalty status and notifying the Board of any pending campaign finance violations and or penalties was deferred until the next time all three Board members could meet.

2. New Voter Registration Notice (also called "New Voter Information Notice"):

There was discussion that the switch to this new voter information notice has also shifted costs to the localities. For the City, there are benefits; there is no need to purchase the special #11 window envelopes now used as the new form will fit in a standard #10 window envelope. The net result may well be a savings for the City. The new voter information notice, well intended, may prove confusing to voters.

3. Voting Machine Rollout Plan:

The new voting equipment is to arrive soon. The Secretary and General Registrar had distributed some information concerning the rollout. The Chairman expressed concern he did not have sufficient details of the status of the rollout plan. Considerable discussion followed.

The vendor has only provided limited information to date but should be providing more details as the tentative delivery date of the voting equipment approaches. Several questions asked by the Chairman were answered by the outgoing General Registrar. The Chairman stated that the answers did not have sufficient details to ensure tasks were being adequately accomplished. The Chairman asked that all details of the rollout plan be disseminated to the Board.

The Secretary stated it was common to have questions which could not be answered at this stage of a project, but within a short period of time additional information would become available. The Secretary stated the General Registrar has the lead for implementing the acceptance, training, and use of the new voting equipment and was earnestly attempting to acquire the information which the Board will need. During the meeting, the Board was informed of the following information:



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- Equipment is to be delivered to allow 21 July 2015 as the acceptance testing date.
- Actual delivery date of the equipment is not known. When the equipment arrives, it will be stored securely.
- Use of Arlington OVO/OVI for training – this was a possible approach to assist training efforts but based on Arlington’s experience with the equipment, it will not be necessary.
- A tentative Officer of Election training schedule has been generated by the Registrar. It will be updated as the equipment and training materials arrive. The Chairman stated he would like to get one set of the new voting equipment as soon as possible to start outreach (“citizen training”) efforts in the community.

4. GR/EB Boot Camp & Annual Training – Richmond 27-29 Jul 2015:

The schedule was reviewed to ensure there were no conflicts; hotel rooms have been reserved. Board members will car pool if schedules permit. It was noted the first event on the 27th for the “Boot Camp” is a 7:00am meeting.

- 27 July GR/EB Boot Camp 7:00am – 5:15pm
- 28-29 July Annual Training 7:00am – 6:00pm

5. GR DRAFT Position Description (PD):

The Chairman presented a revised and updated position description for review. The outgoing Registrar noted an important sentence had been dropped from the description. Discussion followed. It was determined that in making several revisions, a particular sentence had been dropped by mistake. The position description will be revised and presented at the next Board meeting.

6. GR Leave:

With the assistance of the Chairman, the incoming General Registrar and the City’s Personnel Department reached an agreement on a mutually acceptable leave program for the Registrar which will go into effect immediately. The Secretary thanked the Chairman for his efforts.

7. DRAFT agreements (General Registrar and the City of Fairfax & Electoral Board and the City of Fairfax):

The Chairman presented both agreements stating that both had been approved by the City Attorney. Action on this agenda item was deferred to the next Board meeting.

The outgoing Registrar brought two items to the Board:



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- a. The duties of the Board which can be delegated to the General Registrar needs to be reviewed by the Board. A list of Board and Registrar duties, with appropriate code section citations, was compiled by the Virginia Department of Elections. The Secretary stated the list will be reviewed and discussed at the next Board meeting.
- b. The Registrar created and posted a list of acceptable reasons the Board may move into Closed Session. This list will assist the Board in determining the correct rationale for moving to Closed Session. The Secretary thanked the outgoing Registrar for his initiative in creating the document.

The outgoing Registrar thanked the Board for their support of his efforts while he served as Registrar. He stated it was a great job, one in which he was able to improve “customer service” for the voters of the City of Fairfax and align the processes of the Registrar’s Office with best practices. The Secretary, on behalf of the Board, thanked the outgoing Registrar for his diligence, initiative, and performance.

The meeting adjourned at 11:06am.

Respectfully Submitted,

Richard Herrington, Secretary
City of Fairfax Electoral Board