



**OFFICE OF THE ELECTORAL BOARD
GENERAL REGISTRAR
City of Fairfax
March 31, 2015 Electoral Board Meeting Minutes**



The Secretary called the meeting to order at 10:00am in the Sisson House.

Attendees:

Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman and Sara Greer, City of Fairfax Personnel Director.

Since there was no public business to discuss, the Secretary made a motion that the Board go into Closed Session for personnel matters regarding candidates for the General Registrar vacancy. The Vice-Chairman seconded the motion and the Board unanimously approved the motion.

The Board went into Executive Session at 10:02am.

During Closed Session, one individual applying for the General Registrar position was interviewed by the Board. Only personnel matters were discussed during Closed Session.

Following the departure of the applicant, the Board agreed to a recess so Board members could review all applicants. The Board unanimously agreed to reconvene at 4:00pm and have the City of Fairfax Personnel Director present.

At 11:15am, the Chairman moved to reconvene in Open Session and a roll call vote was taken as required by § 2.2-3712(D) of the Code of Virginia, unanimously certifying that during the Closed Session: (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which the closed meeting was concerned were heard, were discussed or considered. The Secretary seconded the motion and the Board unanimously approved the motion.

The Board went into recess at 11:20am.



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The Board reconvened at 4:02pm. Attendees: Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman and Sara Greer, City of Fairfax Personnel Director.

The Chairman asked the Personnel Director if the City of Fairfax had a "standard format" for position descriptions. Mrs. Greer indicated that there were basic standards, but each position was individualized because of position requirements. The Chairman also reported he had not yet heard from City Attorney pertaining to the agreements which need to be formalized between the Electoral Board, General Registrar and the City.

There was discussion concerning three issues:

- The possibility of acquiring new Electronic Poll Book (EPB) software. Apparently the Department of Election's (ELECT) license agreement with the DataCard EPB software is expiring, so ELECT announced the launching of an "in house" state supported EPB solution.
- The status of proposed legislation. HB1433 is awaiting an amendment so it can be signed into law by the Governor.
- The need to monitor the on-going actions of the GREB Work Group.

The Chairman made a motion that the Board go into Closed Session for personnel matters regarding candidates for the General Registrar vacancy. The Vice-Chairman seconded the motion and the Board unanimously approved the motion.

The Board went into Executive Session at 4:15pm.

During Closed Session, only personnel matters were discussed.

Action taken in Closed Session:

The Secretary is to notify the individual selected by the Board for the General Registrar position. The notification will take place today. The



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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.

At 4:39pm, the Vice Chairman moved to reconvene in Open Session and a roll call vote was taken as required by § 2.2-3712(D) of the Code of Virginia, unanimously certifying that during the Closed Session: (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which the closed meeting was concerned were heard, were discussed or considered. The Chairman seconded the motion and the Board unanimously approved the motion.

The meeting adjourned at 5:41pm.

Richard Herrington, Secretary
City of Fairfax Electoral Board