

OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax
November 13, 2015



PRESENT:

Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman; Brenda Cabrera, General Registrar; Nancy Tingen, Deputy Registrar and Tom Ross, appointed to replace the Vice Chairman upon his departure.

1. Call to Order

The Secretary called the meeting to order at 4:08pm. He thanked the members of the Board and the General Registrar and staff for all their efforts over the past two weeks.

2. Approval of Minutes

The Secretary asked for a motion to approve the minutes of several past meetings. The Chairman moved that the minutes for the October 15, 2015, November 3, 2015, and November 4 & 6, 2015 meetings of the Electoral Board be approved. The Vice Chairman seconded the motion and it was approved unanimously.

3. Security Manual Review

The Chairman described his review of the security manual. Discussion followed which explored the various methods the Board could use to edit and document and have a finished product in the immediate future. Mr. Ross asked about the security manual review and reporting process the Board was required to follow each election cycle; the process and reporting requirements placed on the Board/General Registrar by ELECT were explained. The Secretary had previously reviewed the security manual and stated the iterative process the members of the Board would follow will ensure the security manual receives the proper attention and new details associated with the new voting equipment.

4. General Registrar's Update

The General Registrar provided an update that touched on several areas:

- The City of Fairfax is conducting a pay study for all city employees.
- Jessica Coe will depart her temporary Assistant Registrar position the middle of January.
- Election Services Online (ESO) provided a cost estimate for voting equipment the city may wish to purchase. There was discussion concerning the reasons for the purchase instead of renting the equipment as needed for elections. The General Registrar explained the need for additional TM's, OVO's and OVI's for year round training use that would not interfere with actual voting.



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Finally, the General Registrar indicated she desired to use some of her comp leave and indicated she planned on being out of the office from Thursday, November 19, 2015 through Friday, December 4, 2015. The Board voiced no objection.

5. Delegation of Duties – Status of Review by Board Members

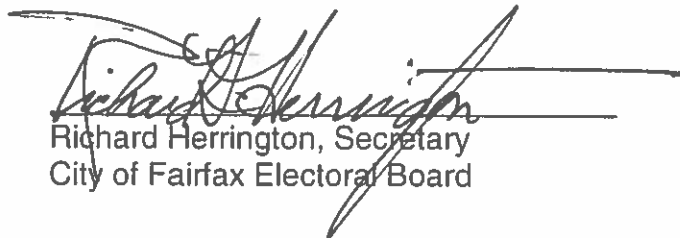
Board members discussed their individual assessment of the duties/tasks that could be potentially delegated to the General Registrar. There was agreement it was a difficult task because the language in the Code of Virginia is at times difficult to “decipher.”

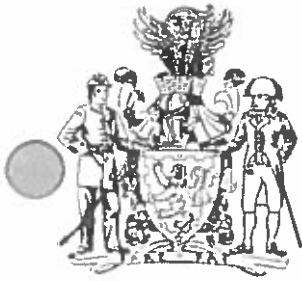
6. Electoral Board Presentation

The Chairman indicated he had secured a place on the City Council’s schedule for Tuesday, December 8, 2015 so the Board could provide information concerning the cost of the last election and a projection for future elections. The Secretary will put together the necessary information and promised to keep it “high level” as there was limited time on the schedule for the presentation.

7. Adjournment

The meeting adjourned at 4:44pm.


Richard Herrington, Secretary
City of Fairfax Electoral Board



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PRESENT:

Richard Herrington, Secretary; John Harold, Chairman; Tom Ross, Vice Chairman; Brenda Cabrera, General Registrar; and Dirk Brouwer, former Vice Chairman of the City of Fairfax Electoral Board.

1. Call to Order

The Secretary called the meeting to order at 10:05am. He indicated there were several items the Board needed to address and hoped the meeting could be concluded expeditiously. The General Registrar was slightly delayed because of a City meeting and joined the meeting at 10:24am.

2. Minutes for the November 13, 2015 EB Meeting

The minutes for the November 13, 2015 Board meeting had not been completed. The Secretary apologized for the delay but had been called out of town on business for several days and had not finished the minutes. The minutes would be available by the 15th for review by the Board members.

3. Status/update on the Risk Assessment

The Secretary provided an update on the status of the on-going "Risk Assessment" for the new voting equipment. He reported the City Police Department had just provided a 20+ page document that included information on Green Acres, the six polling locations, City Hall, and Sisson House. The data in the report(s) included all reported "negative" activity going back 5-7 years. The Secretary had not had time to review the information in detail, but a "quick look" did not reveal any activity that would concern the Board; most if not the majority of the reported incidents involved vandalism of automobiles in the vicinity of the location and a few larcenies (theft of unattended purses or electronic components) that appeared to be crimes of opportunity. The information from the police department and other sources is being consolidated and a draft of the assessment should be completed by the end of the year.

4. Recommendation for cypher lock and framed signage on the "Cage"

The Secretary stated that the initial finding of the risk assessment indicated the "cage" should be hardened by installing a deadbolt cypher lock and 2'x4" boards at several locations on the top of the cage. A sign should also be affixed to the entry door to replace the single sheet of paper now taped to the door. The Secretary recommended these actions take place immediately. The Chairman remarked the cost of the construction of the cage needs to be properly resolved as the Secretary had volunteered to do the construction at no cost to the City. The Chairman indicated it appeared to be the consensus of the Board that the



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Secretary's recommendations for the cypher lock and other hardening should be completed expeditiously. The Chairman made a motion that the Board officially accept the Secretary's voluntary contribution of time and materials to construct the storage cage. The motion was seconded by the Secretary and unanimously approved.

5. Tentative dates for meetings for the next few months

The Vice Chairman asked if there was a normal schedule for Board meetings and if there was a published schedule he could consult for planning purposes. It was explained the Board met frequently, but had not in the past scheduled standard meeting dates. Board meetings are not typically scheduled well in advance. Discussion followed; it was determined scheduling meetings well in advance may assist Board members and the General Registrar with planning; there is a need at this time to schedule future Board meetings because of the March 1, 2016 Primary Election. Tentatively, the Board will meet at 10:00AM on January 6, 2016 and February 3, 2016. Other dates that involved Board activity are:

- January 19, 2016: Legislative Day in Richmond, Virginia.
- April 8-10, 2016: VEBA Annual Meeting in Hot Springs, Virginia.
- June 27-29, 2016: ELECT Annual Training in Richmond, Virginia.

The Vice Chairman informed the Board that the Electoral Board boot camp (training) had just been announced by ELECT. This training will most likely be a 2 ½ day event. The location has not been determined as of yet. [Note: the ELECT annual training will be held in Richmond. See dates in the above paragraph].

6. Planning Preparations for the March 1, 2016 Primaries

The planning for the March 1, 2016 Dual Primary has begun. The General Registrar provided the Board with an update on the actions taken to date and requested the Board's input on the number of ballots needed to support both primaries. Since both parties were conducting primaries, ELECT had recommended localities obtain ballots for 100% of registered voters. This would require the City to purchase approximately 15,000 ballots for the Democratic Primary and 15,000 ballots for the Republican Primary. With the City split approximately 55-60% Democrat and 40-45% Republican, ELECT's recommendation appeared to be excessive. After discussion, it was determined the City should order 7,500 ballots for the Democratic Primary and 7,500 ballots for the Republican Primary, for a total of 15,000 ballots. The Chairman moved that the General Registrar obtain 7,500 ballots for each party Primary Election.



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The motion was seconded by the Secretary and unanimously approved. The General Registrar noted that the demand for absentee ballots would be a good indication if more ballots would be needed and our vendor could rapidly print additional ballots to support the Primary Elections.

7. Lessons learned from the November 2015 Election

The General Registrar provided a high level review of the many lessons learned as it was the first time the City had used the new voting equipment. The Vice Chairman was most complimentary concerning the General Registrar's organization of the Officer of Election "after the election" meeting to obtain input from the OEs. Items of note were the use of the emergency ballots given to the precinct chiefs the evening before the election, the forms used for oaths, a materials check list and the possibility of room set-up the evening before the election. The General Registrar explained there was a cost (\$96.00 per school) associated with use of the schools as a polling location.

The General Registrar presented a list of additional voting equipment she believed the City needed to acquire to support the voters. Discussion followed. The Secretary complimented the Chairman on his perspicacious recommendation that the equipment be purchased months ago when the original contract for equipment was signed; other Board members believed the equipment would not be needed and the November Election proved the Chairman more "accurate" in the assessment of voting equipment needs. The Chairman moved that the General Registrar recommended additional equipment be purchased. The Vice Chairman seconded the motion and it was unanimously approved.

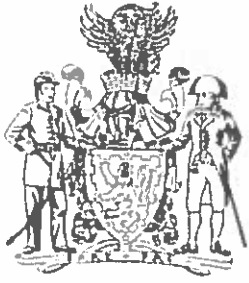
The General Registrar also informed the Board the position of Assistant Deputy Registrar had been posted.

8. Christmas and New Year's vacation schedule for the Registrar's Office

The Chairman and Vice Chairman would be available over the holiday; the Secretary would be out of state December 25-26 and December 28-31. The General Registrar and staff would ensure availability over the holiday period.

9. Officers of Election

The General Registrar shared with the Board seven (7) requests from individuals who had indicated they wished to serve as OEs. Discussion followed. It was determined three (3) of the individuals would need to be contacted for additional information before the Board could consider their request, one of those individuals may have a physical limitation which would inhibit or perhaps prevent



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the individual from adherence to the requirements of the job. The Chairman will contact that individual to gather more information. The remaining four individuals appeared to meet all requirements to be an Election Officer. The Chairman moved that the four individuals be approved as Officers of Election for the City of Fairfax for a term expiring February 28, 2017, and the first year of their term be considered "probationary." The Secretary seconded the motion and it was unanimously approved. The following individuals were appointed to be Election Officers for the City of Fairfax:

- Melissa Johnson
- Vicki Wood
- Jo Ann Gundry
- Laura Jones

10. Status of "delegated duties/tasks" for the General Registrar

This has been a major effort of the Board over the past several months. The General Registrar left the meeting as the discussion began to attend to her other duties. Mr. Bouwer, former member of the Board, was invited to provide his input concerning the on-going project of the Board to review the Code of Virginia to determine if there duties/tasks now assigned to the Electoral Board that could be delegated to the General Registrar. The Secretary provided the Board members copies of the "master" list as of the day of the meeting to assist the continued review. The Board reviewed many of the items. After considerable discussion, refinements were made to the "master" list. The Secretary will make these changes and distribute an updated document to the Board for review. It is anticipated the Board would be able to approve the document at its next scheduled meeting.

The Secretary thanked the Board members for their time and the effort each has put into this project. The Secretary especially thanked Mr. Bouwer, former Secretary and Vice Chairman of the City of Fairfax Electoral Board for his efforts; Mr. Bouwer was a principal driver of this project and the efforts of the Board to promote the recognition of the many increased requirements placed on the Registrar community over the years. The General Assembly, in its recent realignment of some of the duties specifically assigned to General Registrars in the Code of Virginia, did not follow through with what the Board believes to be an appropriate increase in compensation for General Registrars. The Board believes the GR/EB Work Group, which reports to the Virginia State Board of Elections, has focused on increasing General Registrar duties without consideration of the impact on the oversight function of Electoral Boards which is



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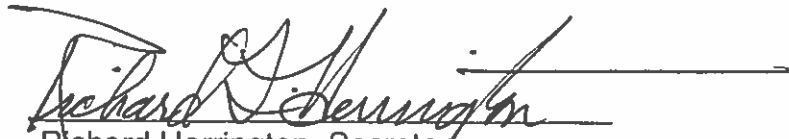
to ensure faithful adherence to the laws of Virginia to ensure legality and purity in all elections.

11. Electoral Board responsibility for the management, conduct, and direction of Elections

There was general discussion on the Electoral Board's responsibilities and the need to stay aware of any proposed changes in the Code of Virginia as they would relate to voting. The Chairman noted the immediate need to review the security manual to ensure his updates were consistent with the action taken while the Board was reviewing the possible tasks that could be delegated to the General Registrar.

12. Adjournment

The meeting adjourned at 1:50PM.


Richard Herrington, Secretary
City of Fairfax Electoral Board