



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR

City of Fairfax

November 4th & 6th 2015 Electoral Board Meeting
Minutes



PRESENT:

Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman; Brenda Cabrera, General Registrar; Nancy Tingen, Deputy Registrar, Dean Thomas "Tom" Ross, appointed to replace the Vice Chairman upon his departure, and Mr. Curt Chandler, an authorized representative of the Democrat Party.

November 4, 2015

CALL TO ORDER:

The Secretary called the meeting to order at 10:07AM. At 10:08AM, the Secretary moved that the Canvass be convened in Closed Session pursuant to section §24.2-653.B of the Code of Virginia to evaluate the eligibility of provisional voters for the purpose of considering whether each person who submitted a provisional ballot at the Election was qualified to do so. The motion was seconded by the Chairman and approve unanimously. The Registrar provided research on seven (7) of the nine (9) provisional ballots cast. The Registrar asked for additional time to research the remaining two (2) provisional voters.

At 10:40AM the Secretary moved that the Canvass be convened in Open Session. The motion was seconded by the Chairman and approve unanimously. The Board certified that the qualifications of the provisional voters were the only matters discussed in the Closed Session as directed by Section §24.2-653 of the Code of Virginia, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The Board voted unanimously to accept the votes of the following:

Teresa Balderrama
David Sands

The Board determined unanimously that the following voters were not qualified to vote:

Kevin Osborne
Zachary Jawish
Peter Roberts

The Secretary made a motion to set the time of the recess of the canvass until Friday, November 6, 2015 at 12:00PM. The Chairman seconded the motion.



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Discussion followed. The Chairman offered an amendment to the motion that the work of the canvass continue without setting a time for the recess. The amended motion was acceptable to the Secretary; it was seconded and discussion followed. The Secretary withdrew his amended motion and then withdrew his main motion. Work on the Canvass continued until 12:40PM when the Board recessed for a one hour lunch break.

The Board reconvened in open session at 1:54PM. The Board continued to verify available election results. A motion was made by the Vice Chairman that the Registrar be directed to take the necessary actions to have OEs correct select SORs. The Secretary seconded the motion. Discussion followed. When the question was call the Secretary voted "Yea", the Chairman abstained from voting, and the Vice Chairman voted "Yea." The motion carried and the Registrar was directed to take the necessary actions for select OEs to effect corrections to SORs.

At 4:54PM the Secretary moved that the Canvass recess until Friday, November 6, 2015. The motion was seconded by the Chairman and approved.

November 6, 2015

CALL TO ORDER:

The meeting reconvened at 12:07PM in the Sisson House. Present were Richard Herrington, Secretary; John Harold, Chairman; Dirk Brouwer, Vice Chairman; Brenda Cabrera, General Registrar; Nancy Tingen, Deputy Registrar, Dean Thomas "Tom" Ross, appointed to replace the Vice Chairman upon his departure, and Mr. Curt Chandler, an authorized representative of the Democrat Party.

At 12:08PM, the Secretary moved that the Canvass be convened in Closed Session pursuant to Section §24.2-653.B of the Code of Virginia to evaluate the eligibility of provisional voters for the purpose of considering whether each person who submitted a provisional ballot at the Election was qualified to do so. The motion was seconded and approved.

At 12:16PM the Secretary moved that the Canvass be convened in Open Session. The motion was seconded by the Chairman and approve unanimously. The Board certified that the qualifications of the provisional voters were the only matters discussed in the closed session as directed by Section §24.2-653 of the Code of Virginia, and as identified in the motion to close the meeting pursuant to the



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November 4th & 6th 2015 Electoral Board Meeting
Minutes



Virginia Freedom of Information Act. The Board determined unanimously to accept the vote of the following:

Alice Rood

The Board determined unanimously that the following voters were not qualified to vote:

Teresa Allen
Vera Bentley-Gonzalez
Adam Woodham

At 12:20PM the Board continued the work of the Canvass. The provisional votes were tabulated and added to the votes tabulated on November 3, 2015. The resulting votes for all precincts were compared with the voting results posted on Election Night. The differences were accounted for by the provisional votes. The vote for the November 3, 2015 Election was certified. The Secretary thanked the Board and the Registrar for their attention to the many details required to certify the election.

At 2:15PM, a discussion began about the use of new voting equipment by OEs and the voting experience of the City of Fairfax voters. While observing activity in the various precincts, the Board and Registrar made note of several minor changes to procedures which would increase the efficiency of OEs. While the election was on-going, there were some adjustments made by the Board and Registrar to better serve the voters and OEs; these improvements will become part of the normal Election Day process.

It was determined the new voting equipment and associated set up and take down, while easy to accomplish, took more time than the Board or Registrar had anticipated. Voting time per individual voter, however, was less than in the past. Overall, feedback from voters was most positive.

The Chairman expressed the need to use a larger vehicle (truck) to transport the voting equipment; the new voting equipment (OVO/OVI and privacy booths) requires more space than the previous equipment used by the City of Fairfax.

The Registrar stated that "Sign and Signal" personnel had contacted the Registrar office and indicated if certain distribution procedures were changes, the existing



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City of Fairfax

November 4th & 6th 2015 Electoral Board Meeting
Minutes



transport vehicle would be sufficient to meet all distribution needs. The Board agreed with the suggestion offered by Sign and Signal. The Registrar will ensure Sign and Signal is made aware their suggestion was acceptable to the Board.

SECURITY MANUAL:

The Security Manual was reviewed by the Board prior to the election as required by the Code. The review was reported as required. Additionally, the Secretary completed a draft update and review of the Security Manual, noting the focus of his review was on ensuring the document reflected the change in the voting equipment now used by the City of Fairfax. The draft was given to the Registrar for further distribution to the other Board members. The edited version will be provided by the Registrar to the Chairman and Vice Chairman for their review and input. Once the Board has completed its review, the Registrar will address any final edits necessary and present to the Board a draft for their approval.

Cost of the new voting equipment storage area located at Green Acres was discussed. The Chairman and Vice Chairman asked the Secretary to submit cost data associated with the construction of the new voting equipment storage area; the Secretary had effected the construction of the storage area. The Chairman and Vice Chairman indicated they wanted the Secretary reimbursed. The Secretary stated he would accept reimbursement but preferred a method in which the constructed storage area can be donated to the City.

Risk Assessment of new voting equipment storage area. The Vice Chairman stated a formal risk assessment is needed and City Public Works needs to be involved. Discussion followed; the Secretary will conduct the assessment which will include Public Works and provide a report to the Board at its next scheduled meeting.

The Registrar was asked by the Board to effect the necessary coordination with Daniels Run and Fairfax High School in preparation for the scheduled Primary on March 1, 2016 and Presidential Election on November 1, 2016. The Board believes the two locations should be opened by 4:30AM for the OEs to ensure OEs have sufficient time to setup voting equipment and prepare the polling precinct. The Registrar will report to the Board the results of her coordination efforts as soon as the task is accomplished.

There was discussion of the need to have the Precinct Chief OEs work with the Registrar to review existing procedures used to open and close the polls on Election Day. It was the consensus of the Board that part of the tasks now being



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City of Fairfax

November 4th & 6th 2015 Electoral Board Meeting
Minutes



accomplished on Election Day could possibly be completed the evening before the election, thereby relieving much of the stress associated with setup on Election Day. The Registrar stated she had a meeting scheduled with the OEs on the evening of November 9, 2015 and would bring this idea to their attention.

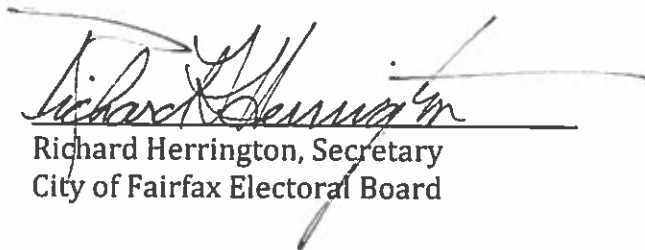
The Registrar was asked to coordinate a time where the Board could get five (5) minutes on the City Council's agenda to provide a briefing on the cost of the election and the voters' comments concerning the new voting equipment. The Registrar will need approximately 30 days to ensure an accurate accounting of costs. Once cost data is gathered, the Board will brief the City Council on the overall costs of the election and voter feedback associated with the new voting equipment.

The Registrar briefed the Board on the budget. Discussion followed and the Registrar will provide an update within the next 30 days.

The Board discussed the need to continue research on the duties which it will delegate to the Registrar.

The next Board meeting is scheduled for November 13, 2015 at 2:00PM at the Sisson House; the Secretary will ensure the meeting is properly advertised.

The Board adjourned at 2:54PM.



Richard Herrington, Secretary
City of Fairfax Electoral Board

Attachments: Abstract of Votes for 11/3/2015; Authorization Letter for Democrat Representative