



OFFICE OF THE ELECTORAL BOARD GENERAL REGISTRAR City of Fairfax



Minutes for the November 19, 2014 Electoral Board Meeting

The Secretary called the meeting to order at 10:00am in Sisson House. Attendees: Dirk Brouwer, Secretary; Richard Herrington, Chairman; John Harold, Vice-Chairman; Kevin Linehan, General Registrar (GR) and Nancy Tingen, Deputy Registrar (DR).

The Board discussed compensation for Officers of Election. Rates of compensation for other jurisdictions in Northern Virginia, position descriptions, and budget impacts of various increases were reviewed. Officer of Election compensation is about 50% of the Registrar's budget. The cost per election would increase \$1,200-\$1,800 with the proposed raise in pay. The Chairman moved and the Vice-Chairman seconded the following:

Increase OE compensation:

- o Chief from \$160 to \$200 (\$40 increase).
- o Deputy Chief from \$140 to \$170 (\$30 increase).
- o Regular Officer from \$120 to \$150 (\$30 increase).

The motion passed unanimously.

The Board discussed the following related to the General Registrar (GR):

GR's contract with the City and his authority over employees in the exempt status, and the possible need for a contract between the Electoral Board (EB) and the City covering some of the items in the GR's contract.

The Vice-Chairman moved and the Chairman seconded the following motion:

The Vice-Chairman will contact the City attorney to seek guidance concerning the requirement for an agreement between the EB and the City pursuant to the Code of VA and the City Code (66-3(A)).

The motion passed unanimously.

The Board discussed the history of GR compensation and the City's charter as it relates to State Code.

The Board reviewed a prospective Officer of Election (OE) and discussed the process for reviewing the qualifications of OEs and the need for a policy covering the process.

The Vice-Chairman moved and the Secretary seconded the following motion:

A Board policy/process be established as follows – the GR will interview prospective candidates in person or by phone/skype to determine qualifications and make a recommendation to the Board.

The Motion passed unanimously.

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Minutes for the November 19, 2014 Electoral Board Meeting Continued

The GR stated that OE compensation changes need to follow City budget cycle which starts 1 July 2015. A discussion followed.

The Board recessed from 11:29am.

The Board reconvened at 11:39am and discussed processes needed to review and insure full compliance with City and State Code.

The Board discussed the meeting on November 12, 2014. Due to a lack of advertising, it was not official.

At 11:55am, the Secretary moved the meeting be convened in closed session to discuss the scheduled departure of the GR and the process to fill the vacancy. The motion was seconded by the Vice-Chairman and approved unanimously. The GR and DR left the meeting.

The Board discussed having the GR replacement on duty prior to the departure of the incumbent; and, that the new GR may be a City or a County resident with a City resident preferred if all other selection factors are equal.

These items will be addressed in the open session at the next Electoral Board meeting.

At 12:15pm, the Secretary moved that the meeting be convened in open session. The motion was seconded by the Vice-Chairman and approved unanimously. The Board certified that the only matters discussed in the closed session were personnel matters related to the replacement of the GR. The motion was seconded by the Secretary and approved unanimously.

The Secretary moved the following:

The Board Chairman do an assessment of the position description for the GR to insure compliance with State and City Code and preferences. The motion was seconded by the Vice-Chairman and approved unanimously.

The meeting adjourned at 12:35pm.

Dirk Brouwer, Secretary
City of Fairfax Electoral Board