



**OFFICE OF THE ELECTORAL BOARD
GENERAL REGISTRAR
City of Fairfax**



Minutes of the Electoral Board Meeting of October 2, 2014

The meeting was called to order by the Secretary at 3:45pm in the Sisson House.

Present were Dirk Brouwer, Secretary; Rick Herrington, Chairman; John Harold, Vice-Chairman; Nancy Tingen, Deputy Registrar and Stephen Bilowus, Deputy Registrar. The Board Meeting followed a meeting with the Fairfax County Sheriff, Stacey Kincaid, and her staff, Captain Derek de Geare, Professional Services Branch and Andrea Ceisler, Public Information Officer. The proposed County Senior ID program was discussed, and the Board expressed its support, stating that the ID could be a very useful addition to the photo ids used by voters during elections.

The Board approved the minutes of the September 2, 2014 Meeting.

The Board discussed the following items:

1. Voter Outreach.
 - a. Election and Photo ID information is included in the Fall issues of City Scene. Election information is also shown on cable channel 12. Vice Chairman, Harold requested that the picture of the Voter Photo ID Card that is included in the flyer be enlarged, so that it is easier to see on television. The Deputy Registrar will request that the City do this.
 - b. The Photo ID information flyer was included in the mailing of the City personal property tax bills. The Posters of the City's Sample Ballot, ID Ready Flyer, and Voter Registration Applications will be available at the City booth for the 2014 Fall Festival.
 - c. The Deputy Registrar stated that the City's Senior Center provides senior residents with a free ID card to use the facility at Green Acres. This ID has the person's picture and name and has no expiration date. Vice Chairman, Harold stated he would like to find out if this program could be used at the two City nursing homes to make photo IDs for senior residents that do not have photo ID. The Deputy Registrar will ask the Senior Center if the hardware and software they use to make these IDs is capable of being taken out of Green Acres and used at other locations within the City limits.

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2. Photo IDs have been provided to four voters since July 1, 2014.
3. The General Registrar and Deputy Registrar have visited the Fairfax Nursing Center to register residents and assist those who wanted to vote absentee by mail.

Absentee Voting and Election Preparations for the November 4, 2014 General and Special Elections:

1. The Deputy Registrar informed the Board that the City is in compliance with requirements for issuing absentee ballots.
2. Test elections took place on September 17th and 24th. An additional test election will be scheduled. The date is to be determined.
3. Additional Absentee Voting signs have been placed on Armstrong Street and Chain Bridge Road.
4. Non-mandatory Officer of Election (OE) training has been conducted with good attendance. Mandatory training is scheduled for 10 am, 2pm and 4pm on October 24, 2014. Makeup mandatory training is scheduled for 10am on October 25, 2014 and 6:00pm on October 27, 2014. In addition, the General Registrar will conduct extra classes for new and regular OEs. The Deputy Registrar will conduct training for electronic poll books (EPBs) on request.
5. Precinct Assignments will be: Ten OEs for precincts 1-6 and four for the Central Absentee Precinct (CAP). Four OEs will be assigned to the EPBs. Precincts 1, 2 and 5 will have 1 more machine than required. Precincts 3, 4 and 6 will have the minimum number required. Absentee voters may be deducted from precinct totals to help gain more spare machines.
6. Precinct Layouts. The Board agreed that there should be additional physical separation between the 2 teams working each EPB. The Chairman suggested that an additional table and longer network cables, preferably 12 feet in length would achieve this goal. The Deputy Registrar will request that the City IT Department to supply six to twelve – 12 foot network cables or 6 to 12 network connectors to use with the EPBs on Election Day.
7. Election Guides. The Board requested that three specialized binders for each job duty be provided:

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- a. A binder for the Chief/Deputy which would contain all the mandatory training material.
 - b. A binder for the EPB Specialist which would contain only the EPB Training Guide, Opening & Closing EPB Guide, ELECTs ID Chart and only the section of the EDG that pertains to EPB workers.
 - c. A binder for the Procedural Specialists(PS) which would contain only the sections of the Election Day Guide (EDG) that pertain to the PS, the What If Guide, the Registrar's flow chart, and the ID Chart.
 - d. The Board requested that all paperwork be put into paper protectors and that the binders go in each precinct's Blue Election Supply Bags. The Board asked the Deputy Registrar to prepare a prototype.
 - e. The Board approved a change to part F of the SORs requested by the Chairman and Vice Chairman.
8. Appointment of an Acting General Registrar for period of October 2 to October 7, 2014 and October 14, 2014 was discussed. The Secretary stated that appointment to "Acting GR" is not necessary because the Deputy Registrar's revised job description states that the Deputy acts in the capacity as the General Registrar when he is absent or otherwise unavailable.

The meeting adjourned at 5:14pm.

Dirk Brouwer, Secretary
City of Fairfax Electoral Board