



VOTER REGISTRATION AND ELECTIONS

City of Fairfax July 16, 2020 Electoral Board Meeting Minutes



Brenda F. Cabrera
Director of Elections/General Registrar

Electoral Board
Secretary: Richard Herrington
Chairman: Curtis Chandler
Vice Chairman: Lorraine Koury

CALL TO ORDER

The Chairman called the meeting to order at 1:04 p.m.

PRESENT

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman and Brenda Cabrera, Director of Elections/General Registrar (DE/GR).

MEMBERS OF THE PUBLIC TO SPEAK

There were no members of the public present who wished to speak or observe the meeting.

APPROVAL OF MINUTES ELECTORAL BOARD MEETING JUNE 24-25, 2020

The Chairman moved the approval of the minutes for June 24-25, 2020 and the Vice Chairman seconded the motion. When the question was called it passed unanimously.

APPOINTMENT OF OFFICERS OF ELECTION

The DE/GR stated there were actions underway, but no officer of election (OE) applications were presently available.

"I VOTED" STICKER CONTEST UPDATE

The DE/GR stated there has been 142 votes received related to the sticker contest. The staff member responsible for monitoring the contest did not have an update for dissemination.

PROPOSED ELECTORAL BOARD POLICY 4 – POLICY FOR SECURITY OF VOTING EQUIPMENT

The Secretary provided an updated review of a proposed Electoral Board policy which formalizes certain requirements contained in the Electoral Board's "VOTING SYSTEMS SECURITY PROGRAM" dated April 21, 2020. The DE/GR recommended a change to the proposed policy for clarification purposes. After discussion, the sense of the Board was a modification to the proposed policy was necessary and the Secretary will modify the proposed policy for presentation at the next Board meeting.

NOVEMBER 3, 2020 GENERAL ELECTION

The Chairman opened a conversation related to the lessons learned during the past two elections and asked for DE/GR comments. The DE/GR indicated that the efforts of the officers of election were exceptional and the various tools used during the public health situation caused by the COVID-19 virus proved most useful; staff planning and the use of un-sworn cleaners from the Virginia Medical corps (VMC) was effective; officers of election are better suited to be door managers at the precincts; walkie-talkies were useful as was the "Go to Meeting" application for training.

The DE/GR stated actions had been taken to address material needs; Sign & Signal was changing some of the existing signage and addressing both equipment limitations and staging issues; the DE/GR also said Sign & Signal has been most responsive to requests to address any issue raised by the Office of Elections.



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In response to questions the Chairman raised related to possible changes in processes and procedures because of changes in election laws, the DE/GR provided the Board with a detailed overview of several laws, paying close attention to those that would necessitate any changes in established practices. In summary, the changes in election law fell into three categories:

1. The law changes that did not impact the City of Fairfax as the Office of Elections was already in compliance.
2. The law changes which can and will be addressed with changes in OE training for the November election. The DE/GR is developing/updating the necessary training courses.
3. Those laws that will become effective if the Legislature reenacts certain laws in next year's legislative session.

The impact of the establishment of Election Day as a state holiday in the Commonwealth has not yet been determined. The Mayor and City Council will need to address this issue in the immediate future as City Hall is a designated polling location.

With increased attention given to the Presidential Election, the Chairman opened a discussion on the potential presence of an increased number in authorized observers for the various election related activities prior to, on, and after Election Day. It was the consensus of the Board and the DE/GR that established processes are adequate; within established law, accommodations can be made to address any reasonable requests for authorized observers.

With regard to planning for the November 3, 2020 General Election, the DE/GR stated that planning was a constant on-going event within the Office of Elections; there will be enough ballots ordered to ensure all registered voters will be able to vote in-person and/or by mail. The Chairman discussed the constantly changing nature of the COVID-19 pandemic and potential impact on OEs, voters that will vote in-person and absentee voting. It was the consensus of the Board that the DE/GR's persistent updating of practices and procedures will allow the Office of Elections to appropriately equip OEs with the personal protective equipment (PPE) required to support the voters of the City of Fairfax regardless of the public health situation on November 3, 2020.

REVIEW/UPDATE OF THE CALENDAR

The DE/GR distributed an updated schedule of activities necessary to support all aspects of the November 3, 2020 General Election. Of note:

- Logic and Accuracy (L&A) testing of all voting equipment will be conducted mid-September and staff members will notify the respective political parties of the test day.
- No excuse absentee voting begins September 18, 2020 and ends at 5:00 p.m. on October 31, 2020.
- Training of OEs will be spread over several sessions to ensure both new and experienced OE's are brought up to date on changes in election laws and the public health situation.
- The last day to request a ballot by mail is October 23, 2022.
- The last day for in-person absentee voting October 31, 2020.



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DATE FOR NEXT MEETING

It was agreed to meet again on August 19, 2020 at 1:00 p.m. The Chairman will ask the staff to advertise the meeting.

PERSONNEL MATTERS (CLOSED SESSION)

At 2:27 p.m. the Chairman moved the City of Fairfax Electoral Board convene in closed session to discuss personnel matters pursuant to § 2.2-3711 (A) (1) of the Code of Virginia. The motion was seconded by Vice Chairman and when the question was called, the motion passed unanimously.

At 4:57 a.m., the Chairman moved the Electoral Board of the City of Fairfax certify that in closed session just concluded the only matters discussed were personnel issues, as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act, and that the Chairman’s motion be approved in open session. The Vice Chairman seconded the motion. When the question was called, the motion passed unanimously:

Roll Call Vote:

<u>Position</u>	<u>Name</u>	<u>Vote:</u>
Chairman	Curt Chandler	<u>Aye</u>
Vice Chairman	Lorraine Koury	<u>Aye</u>
Secretary	Richard L. Herrington	<u>Aye</u>

ADJOURNMENT

The meeting adjourned at 4:59 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board