



**VOTER REGISTRATION
AND ELECTIONS
City of Fairfax
August 16, 2021 Electoral Board Meeting Minutes**



**Director of Elections/General Registrar
Brenda F. Cabrera**

**Electoral Board
Secretary: Richard Herrington
Chairman: Jeffrey White
Vice Chairman: James McCall**

CALL TO ORDER

The Chairman called the meeting to order at 11:00 a.m.

PRESENT

Mr. Richard Herrington, Secretary; Mr. Jeffrey White, Chairman; Mr. James McCall, Vice Chairman, Ms. Brenda Cabrera, Director of Elections/General Registrar (DE/GR); Wannicha Rojanapradith, deputy registrar; Sean Rogers, deputy registrar; and Matt Erney, managing partner at ESO by Shoup (ESO is the vendor that provides voting equipment to the City of Fairfax).

MEMBERS OF THE PUBLIC TO SPEAK

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

VOTING EQUIPMENT UPDATE

As directed by ELECT, all voting equipment used in the Commonwealth must be immediately upgraded to meet new cybersecurity standards. Mr. Erney explained to the Board, DE/GR and staff the details of the upgrade involved. Because City of Fairfax voting equipment cannot be accessed wirelessly (no piece of voting equipment has a network interface card (NIC) installed and neither the equipment or operating system is architected for internet access), each piece of voting equipment must be physically accessed and manually updated.

All voting equipment had been staged and made ready to facilitate Mr. Erney's actions to upgrade the equipment. The effort began at 11:05 p.m. and at 12:56 p.m., the Chairman, without objection, recessed the meeting for one hour for lunch.

The meeting reconvened at 1:45 p.m. The process continued and in total took several hours to complete. The Board of Directors, DE/GR and staff were present at all times the voting equipment was handled by Mr. Erney. The Board thanked Mr. Erney for his effort to affect the required upgrade of the City's voting equipment. Mr. Erney departed at 3:05 p.m.

MEMORANDUM OF UNDERSTANDING (MOU) REVIEW FOR CERTAIN PRECINCTS

A review of existing MOUs indicated no action was necessary at this time.

APPOINTMENT OF NEW OFFICERS OF ELECTION

The DE/GR stated there were five (5) new officers of election (OE) applications requiring appointment. After reviewing the applications, the Chairman moved the individuals be appointed officers of election. The vice Chairman seconded the motion and when the question was called, the motion passed unanimously.



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DIRECTOR OF ELECTIONS/GENERAL REGISTRAR

The DE/GR addressed with the Board four items; new prohibited area signs for precincts, ballot order information, proposed Sunday voting survey and required training.

- The DE/GR stated new prohibited area signs were required for precincts based on recent General Assembly action; ELECT is to distribute the new signs. The logistics involved indicate there will be a delay before ELECT can issue the new signs. After discussion it was agreed that additional prohibited signs containing the new required language will be locally procured and posted adjacent to existing prohibited area signs to comply with legislative intent. The additional prohibited area sign(s) will be used until ELECT effects distribution of new signs.
- Ballot Order: The DE/GR stated that ballots have been ordered for the November 2, 2021 election. One ballot per registered voter (100%) have been ordered to ensure sufficient ballots are available for absentee and by-mail voting.
- Sunday Voting Survey: At a previous Board meeting, it was agreed to survey voters during the next General Election (November 2, 2021) to determine the degree of interest City voters have in being allowed to vote on one or more Sundays prior to Election Day. The DE/GR recommended that recent changes in methods to communicate to all registered voters in the City of Fairfax indicate making voters aware of this survey.
- Office of Elections Training: The DE/GR informed the Electoral Board that August 20, 2021 the Office of Elections will be closed for training; this will be one of the four days a year the office will be closed for training. The entire staff will attend ELECT sponsored training in Loudoun VA.

ELECTORAL BOARD DISCUSSION

The Electoral Board discussed the upgrade of the voting equipment and need to reflect that information in appropriate training and security manuals.

REVIEW/UPDATE OF CALENDAR

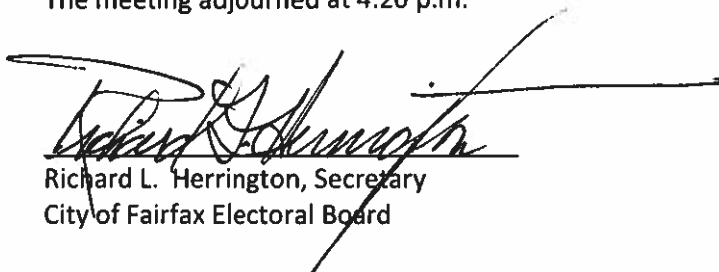
There were no changes to the last published calendar of activities; the next event of note is Logic and Accuracy (L&A) testing of voting equipment scheduled for September 9, 2021. All voting equipment to be used in the November 2, 2021 election will be tested.

DATE FOR NEXT MEETING

A meeting of the Board of Directors will be advertised for September 9, 2021. At least two Board members will be present to observe L&A testing of voting equipment.

ADJOURNMENT

The meeting adjourned at 4:20 p.m.


Richard L. Herrington, Secretary
City of Fairfax Electoral Board