



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Electoral Board

**Amb. (ret.) Christopher Henzel**  
Chairman

**Bettina M. Lawton**  
Vice Chairman

**Katherine K. Hanley**  
Secretary

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**General Registrar/  
Director of Elections**

**Eric L. Spicer**

## ELECTORAL BOARD MEETING

Date: Thursday, July 21, 2022

Time: 12:00 p.m.

Location: Conference Room 315

## AGENDA

- I. Call to Order, Welcome, and Introduction
- II. Adoption of the Agenda
- III. Approval of the Minutes
  - June 13, 2022
  - June 22, 2022
- IV. Appointment of Election Officers
- V. General Registrar's Report
- VI. Electoral Board Reports
- VII. New Business
- VIII. Public Comment
- IX. Closed Session for the following reason:
  - Va. Code § 2.2-3711(A)(1) – Specific personnel matters
    - Annual review of the General Registrar as required by Va. Code § 24.2-109.1
    - Election officer performance reviews
- X. Adjourn

MINUTES  
Fairfax County Electoral Board  
June 13, 2022

The Fairfax County Electoral Board (Board) met on Monday, June 13, 2022, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Amb. (ret.) Christopher P. Henzel; Vice Chairman Bettina M. Lawton; Secretary Katherine K. Hanley; General Registrar Eric L. Spicer; Deputy Registrar Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present.

IT Manager Cord Whitehouse; Public Information Officer Brian Worthy; Assistant to the General Registrar Pat Ferguson; Assistant Registrar for Voter Satellite Offices Helen Chaikovsky; Election Officer Manager Ravi Udeshi; Election Equipment and Logistics Manager Tyrone Allen; Voter Registration Supervisor Bushra Ardalan; Supply Manager Kay Garrison; Election Officer Assistant Coordinator Alina Selnick-Escobar; IT Business Analyst George Panagakos; Absentee Manager Sean Stewart; Office of Elections staff Nazila Arefi; Jeffrey Shapiro (Fairfax County Republican Committee (FCRC) Liaison to the Electoral Board); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); Christine Brim and Angela Bayer (FCRC Election Integrity Committee); Keith Damon and Judy Flaig (members FCRC); Audrey Dutton, Dianna Hashemi, Kathrin Hashemi, Robert Maggi, Jill Mobley, and Jean Thoensen (Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: Florence Brown, Linus Bumbaca, Joe Gofus, Lisa Hogle, Gary Klinger, Dan Per-Lee, Abigale Peters, and Jerald Taylor, Office of Elections (Office) staff and/or rovers; Jack Kiraly (FCDC Executive Director); Maria Vorel (FCDC Precinct Operations); Carol Allen (FCDC Election Law and Voter Protection); Arina van Breda and Maggi Luca (League of Women Voters - LWV); Stephen Spitz (member FCDC); Sandra Bellinghoven, Jason Buntin, William Denk, Phyllisa Goldenberg, Laurie Moore, and Debbie van Opstal (Fairfax County election officers, and/or residents of Fairfax County or neighboring jurisdictions).

Mr. Henzel called the meeting to order at 3:03 p.m. He requested that those who wish to offer a comment to identify themselves and any organization they represent. The comments should be directed to the Board, and the Board will determine the appropriate staff member to respond. Any staff member called on will come to the front table to speak so the Zoom participants can see and hear the response.

Ms. Hanley moved approval of the agenda. By a vote of 3-0, and with no objection, the June 13, 2022, meeting agenda was adopted.

Ms. Hanley moved approval of the Draft Minutes of the Board meeting held on May 12, 2022, and by a vote of 3-0, the Minutes of the Board meeting held on May 12, 2022, were adopted.

Ms. Hanley moved appointment of 45 election officers (EO) (23 Democrats, 9 Independents, and 13 Republicans) for a term ending February 28, 2023. The motion passed by a vote of 3-0. Mr. Henzel confirmed with Mr. Spicer that appointment of election officers could be presented at each Board meeting.

Under the General Registrar's (GR) report dated June 9, 2022 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

| Registered Voters          | As of 6/6/22   | Change from 5/6/22 |
|----------------------------|----------------|--------------------|
| Active registered voters   | 750,732        | +1,229             |
| Inactive registered voters | 37,537         | -184               |
| <b>TOTAL</b>               | <b>788,269</b> | <b>+1,045</b>      |

Mr. Henzel confirmed with Mr. Spicer that most of the 87,000 registration transactions since January 1, 2022, are address updates within the Commonwealth.

On May 17, 2022, the redistricting mailing was sent to all active and inactive voters. Approximately 37,000 of the mailers have been returned as undeliverable. These voters will be flagged in VERIS and as a result, will receive an address confirmation mailing asking the voter to either verify their residential address or cancel their voter registration. Mr. Spicer explained that the voter identification number present on the redistricting mailing is embedded in the address information provided by the Department of Elections (ELECT) when requested by any of the localities in the Commonwealth. The confirmation mailing is a government-issued document and can be used as identification to vote.

Mrs. Hanley reported that some voters have expressed concern that the Fairfax redistricting mailing provides incorrect electoral representation. She explained that information on the mailer is the correct information that implements the 2022 redistricting lines drawn for the Congressional, State Senate, House of Delegates and local Magisterial Districts. ELECT completed entering all those Fairfax County changes in VERIS, however several localities have yet to finish their redistricting. Ms. Hanley added that the state House redistricting changed the numbering system as well. When Fairfax voters look up their new districts on the public portal, they get the new information, but when they refer to the chart of who represents that new district, they get the names of the person pre-redistricting.

Fairfax County's MY Neighborhood continues to show electoral representation based on who was last elected in the district. To help avoid confusion, the following statement was added to MY Neighborhood:

*The following information regarding your Congressional, State Senate, and House of Delegates representatives does not reflect the 2022 redistricting now in effect that was enacted as a result of the 2020 census. Your districts may have changed. For current election information please call the Fairfax County Office of Elections at 703-222-0776.*

To help voters understand which district they live in and who represents them, pre-redistricting and post-redistricting, maps will be posted on the Office’s website.

At the June 7, 2022, Public Hearing, the Board of Supervisors approved the following precinct and polling place changes:

- 1) The polling place for North Point #1 was moved to Aldrin Elementary School, and the precinct was renamed “North Point.” North Point #2 will continue to vote at St. Thomas á Becket, and the precinct was renamed “Piney Run.”
- 2) The polling place for Lorton precinct was moved back to Lorton Community Center.
- 3) Mosby Woods Elementary School, the current polling place for Mosby #1 and Mosby #2 precincts, was renamed Mosaic Elementary School.
- 4) Fairfax Station precinct’s polling place was moved to the Burke Centre Library.

Also at the June 7, 2022, Public Hearing, the Board of Supervisors changed the number of voter satellite offices as follows:

- 1) Lorton Community Center was added as a voter satellite office, and Laurel Hill Golf Club will be removed.
- 2) The Richard Byrd Library was added as a voter satellite office.

Mr. Stewart reported that approximately 200 mailed absentee ballots were returned as undeliverable by the post office. These voters will also be flagged in VERIS.

Four of five appointed positions have been filled with the fifth position pending as follows:

|                                     |                                |
|-------------------------------------|--------------------------------|
| Deputy Registrar:                   | Cheryl Jones                   |
| Voting Equipment Manager:           | Tyrone Allen                   |
| Absentee Manager:                   | Sean Stewart                   |
| Satellite Voting Manager:           | Helen Chaikovsky               |
| Assistant Satellite Voting Manager: | Being filled by Florence Brown |

George Panagakos was promoted to a Business Analyst I position for the IT Division. The hiring process is in motion to fill the Election Operations Manager position and recruitment will soon be underway for an Assistant Voting Equipment Custodian and a Voter Services Manager.

The GR report detailed the process for confirmation mailings, undeliverable voter registration mail, the non-citizens’ report, jury questionnaires, death of a voter, mentally incapacitated adjudications, and the statutory requirements for each category that must be followed to cancel an individual’s voter registration. Mr. Spicer corrected the information provided in the GR report for death of a voter. The form to report the death of a registered voter is no longer valid. Only ELECT’s death hopper may be used to remove a deceased voter. Local registrars do not take action on a deceased voter’s registration.

The Fairfax County Government Center opened for early voting on Friday, May 6. The other five early voting locations will open on Saturday, June 11. The last day of early voting will be Saturday, June 18.

An additional 200 Poll Pads will be leased to bring the total number of Poll Pads to 1,200. These Poll Pads will run searches quicker and allow better customer service at early voting locations and precincts.

L&A testing for the voting machines to be used at precincts on Election Day began on May 10 at the Springfield Logistics Center and was completed on May 24. To maintain the security of election materials, the research has begun on replacing the 20-year-old voting equipment carts.

Since no adjustment has been made since 2013 and to keep pace with neighboring jurisdictions, Mr. Spicer proposed an increase in election officer stipends. To cover this possible increase for the November 2022 election, carry-over funds will be requested. The Board had no objection to Mr. Spicer carrying over funds to fund a potential increase in election officer stipends.

There was no Chairman's report or Vice Chairman's report.

Under the Secretary's report, Ms. Hanley read the following motion from the May 5, 2012, Electoral Board meeting:

*Under Items for Board Action, Provisional Ballot Process Change, Mr. von Spakovsky moved to accept the Registrar's recommendation that authorizes staff to retrieve and open the 1A Provisional Ballot envelope on election night. This will allow considerable lead-time to begin research for the provisional ballot meeting the following day. Staff will lock up the material from the 1A envelopes before leaving on election night. The motion passed by a vote of 3-0.*

While this policy has been followed since 2012, Ms. Hanley moved to reaffirm this policy with the understanding that the General Registrar is the custodian of the provisional ballots in the 1A, 1B, and any other envelopes that may be added by ELECT, beginning on election night, and continuing for the duration of the provisional process. Under discussion, the Board clarified that this delegation of custody to the General Registrar and authorized staff allows for provisional research to begin immediately and grants access to any provisional ballot envelopes as needed without the physical presence and supervision of the Board. The motion passed by a vote of 3-0.

There was no New Business.

Under Public Comments, Mr. Shapiro asked what happens to the redistricting mailers returned as undeliverable. He also inquired about what action could be taken on mailers that are delivered to an address of an individual who no longer resides there. Mr. Spicer answered that every voter's record will be updated to reflect the return of a redistricting mailer. The mailers that are delivered to someone who no longer resides at the residence address should be returned

to sender. If not, the confirmation process will not be initiated, and election mail will continue to be delivered. Additionally, the voter who moved can also submit a request to cancel their registration.

Ms. Mobley raised concerns that K&H Printers (K&H), a Seattle-based company, is not registered to conduct business in Virginia. She pointed out that K&H did not exercise the appropriate “standard of care” because K&H did not certify in their oath that all imperfect ballots will be destroyed. Additionally, Ms. Mobley asked why the oath stating that the ballots delivered to Fairfax County for the November 2, 2021, election was dated February 4, 2022. She asked the Board to consider local vendors for ballot printing. Mr. Spicer responded that the administrative code [1VAC20-70-90] outlines the requirements for the use of a third-party printer. K&H’s scope of work was reviewed by the County attorney, as well the County’s contract specialist. For the November 2022 election, K&H will no longer print the ballots for the precincts and early voting in person, but will continue to print, assemble, and mail the absentee ballots. Mr. Spicer assured Ms. Mobley that the absentee ballots were not mailed in February 2022. The absentee ballots were mailed to voters as required by statute. Only the printer oaths were not completed and forwarded in a timely manner. Mr. Henzel encouraged Ms. Mobley to bring her concerns about K&H to the State Board of Elections (SBE).

Ms. Hashemi explained that she recently served as a Republican poll watcher and was given a sticker to wear indicating that she was a Republican. She was later told that she should not have worn a sticker designating her party. She asked if this labeling was appropriate. Mr. Udeshi explained that statute regulates how many poll watchers from each party are permitted inside the polling place. Identifying that party on the name badge helps the Chief EO ensure that only the correct number of poll watchers from each party are present. Ms. Mobley asked why election officers are not then identified by party when certain functions like curbside voting require one EO from each party. Ms. Lawton commented that election officers are assigned on a partisan basis but are charged with conducting the election in a non-partisan manner. The poll watchers, on the other hand, are authorized representatives from one of the political parties, and operationally, it is more efficient to identify that party on a badge than continue to ask a poll watcher what party they represent. Mr. Henzel remarked that great progress has been made to achieve party balance in the assignment of EOs, and any concern regarding EOs can be set aside with respect to this issue. Mr. Udeshi will follow-up on badging requirements for authorized representatives in the polling place.

Ms. Moore asked a series of questions about K&H, the “scope of work” being provided by the company, whether the scope of work has been filed with the SBE, if the representative to observe the printing process is an employee of K&H, and if the oaths for the November election have been received. Mr. Henzel asked Ms. Moore to provide her questions in writing to the General Registrar.

Ms. Brim requested a copy of the revised Statement of Results. Mr. Spicer responded that the document can be found in the Chief’s Notebook on pg. 11.18 published on the Office website. Ms. Hanley clarified for Ms. Brim that provisional ballots cast in early voting are processed no differently than those cast on Election Day. Ms. Brim commented that as much information about the results that can be provided to the public on election night would be appreciated.

Ms. Bayer asked if the returned as undeliverable mail in 2022 will be processed the same way as the returned as undeliverable mail from 2020 and 2021, specifically, were confirmation mailings sent in 2020 and 2021. Mr. Spicer responded that ELECT did not perform an annual address match until December 2020, so VERIS did not generate confirmation mailings in 2020. The 2021 address match was conducted in July 2021. Ms. Ardalan further specified VERIS was not marked for undeliverable mail from 2020 until 2021. Ms. Bayer asked what part of the ExpressVote ballot is read by the DS200 scanner. Ms. Lawton responded that a bar code is read by the DS200 scanner. Ms. Bayer opined that if voter registration can be allowed at various state agencies (DMV), these same agencies should make available the opportunity for people to unregister to vote. Ms. Hanley added that every voter registration application, irrespective of its origin, must be submitted and processed by the locality where the applicant has chosen to register. This local control protects the statewide voter registration system and ensures that the voter rolls are as accurate and secure as possible. Ms. Bayer asked why BallotScout, the ballot tracking system used by ELECT, could not accommodate Fairfax County. Mr. Henzel suggested inquiring with the state why this choice was made. Mr. Stewart explained that Fairfax County began using BallotTrax in November 2021 because it provided more seamless integration with the printer vendor and with the tracking service of the U.S. Postal Service. These factors allowed for faster and more accurate access to information.

There being no further business, Ms. Hanley moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 4:32 p.m.

#### Attachments

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Amb. (ret.) Christopher P. Henzel, Chairman

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Bettina M. Lawton, Vice Chairman

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Katherine K. Hanley, Secretary

MINUTES  
Fairfax County Electoral Board  
June 9, 2021

The Fairfax County Electoral Board (Board) met on Wednesday, June 22, 2022, in Conference Rooms 2/3 at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax to receive the election materials necessary to canvass the returns and ascertain the results of the Democratic Party Primary Election held in the 8<sup>th</sup> Congressional District on June 21, 2022. Chairman Amb. (ret.) Christopher P. Henzel, Vice Chairman Bettina M. Lawton, Secretary Katherine K. Hanley, General Registrar Eric Spicer, Election Officer Manager Ravi Udeshi, Election Equipment and Logistics Manager Tyrone Allen, and Clerk to the Board Beth Dixon Methfessel were present. In addition, rovers, and Office of Elections (Office) staff were present to conduct the Canvass. Gregory Brandon was the authorized representative for Don Beyer (Candidate, 8<sup>th</sup> Congressional District).

Mr. Henzel called the Canvass to order at 10:00 a.m., introduced the Board, and welcomed the Canvass workers. He thanked everyone for a well-run, successful primary election.

Mr. Udeshi explained that the Canvass will be divided into two phases. In the first phase, the teams will compare the machines tapes, the ERM reports, and the hand-count sheet for each precinct. The ERM report should be attached to the back of the SOR after review. All the materials will then be collected, and a second team will double-check them. After the completion of this round, the administrative review phase will begin to account for missing signatures, machine tapes, documents, etc. Any corrections to the SORs should be made in red. Any issues or problems regarding the Canvass should be brought to the attention of the Board.

The first phase of the Canvass was completed at approximately 11:45 a.m. The Canvass teams recessed for lunch at 11:30 a.m. The doors were secured, and at 12:30 p.m. the conference rooms were re-opened, and the second phase of the Canvass began.

At 12:00 p.m. in Conference Room 232, the Electoral Board convened the provisional part of the canvass as required by Va. Code § 24.2-653(B) to allow voters casting provisional ballots in the June 21, 2022, Democratic Party Primary Election, to present any information that might prove they are qualified, registered voters in the precinct where they cast their provisional ballot. There were no provisional voters. Mr. Henzel recessed the provisional ballot meeting subject to the call of the chair.

At 2:30 p.m. the Canvass concluded for the 82 precincts in the 8<sup>th</sup> CD. Staff reported that there will be **102** provisional ballots to adjudicate. Mr. Henzel recessed the Canvass. The Canvass will reconvene at approximately 10:00 a.m. on Saturday, June 25, 2022.



Saturday, June 25, 2022  
Reconvened Canvass and Provisional Ballot Meeting

At 10:10 a.m. in Conference Room 315, the Electoral Board reconvened the provisional part of the canvass as required by Va. Code § 24.2-653(B) to allow voters casting provisional ballots in the June 21, 2022, Democratic Party Primary Election, to present any information that might prove they are qualified, registered voters in the precinct where they cast their provisional ballot. There were no provisional voters. Gregory Brandon was the representative for Don Beyer (Candidate, 8<sup>th</sup> Congressional District).

Mr. Spicer recognized the hard work of staff in the preparation for the June Primary and thanked them for their dedication.

Mr. Henzel moved that the Board enter a Closed Session for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so. Other than appropriate staff and legal counsel of the Electoral Board, attendance at this meeting shall be permitted for the persons whose provisional votes are being considered with their legal counsel, if present, as well as one authorized representative of each political party or independent candidate, as specified in §24.2-653.01. The motion passed by a vote of 3-0, and the Board moved into Closed Session at 10:12 a.m.

At 10:35 a.m. the Board concluded the Closed Session. Mr. Henzel moved that the Fairfax County Electoral Board certify that in the Closed Session just concluded, the only matters discussed were the qualifications of provisional voters, as permitted by Virginia Code § 24.2-653.01, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act. The motion passed by a vote of 3-0.

Mr. Henzel moved that **86** out of the 102 Provisional Ballots entered as qualified on the Master Provisional Ballot Log for the June 21, 2022, Democratic Party Primary Election be **accepted and counted** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Log shall be retained and incorporated into the Minutes of the Canvass for the June 21, 2022, Democratic Party Primary Election. The motion passed by a vote of 3-0.

Mr. Henzel moved that **16** out of the 102 Provisional Ballots entered as disqualified on the Master Provisional Ballot Log for the June 21, 2022, Democratic Party Primary Election be **rejected** for the reasons determined by a majority vote of the Electoral Board. The Provisional Ballot Log shall be retained and incorporated into the Minutes of the Canvass for the June 21, 2022, Democratic Party Primary Election. The motion passed by a vote of 3-0.

The Canvass of the Central Absentee Precinct began at 10:35 a.m. and concluded at 11:00 a.m.

Mr. Spicer reported to the Board that approximately 60,000 redistricting mailers were returned to the Office as undeliverable. These voters will be flagged in VERIS to trigger a confirmation mailing, and staff expects to finish this process by July 1, 2022. ELECT usually sends the annual confirmation mailing in July, however, Mr. Spicer learned that ELECT

finalized the 2022 confirmation mailing last month. As a result, those voters whose redistricting mailers were returned as undeliverable will not be part of the 2022 list maintenance. Mr. Spicer requested that ELECT include these voters in a second confirmation mailing. If it is not possible for ELECT's printer to facilitate this request and meet the legal requirements to send confirmation mailing to voters by August 10 (90 days before the November election), Mr. Spicer recommended arranging with the Office's local printer to perform this scope of work. ELECT will be asked to generate and provide the standard letter and necessary address data.

Ms. Hanley moved that the Board support the request to ELECT to include the Fairfax County voters whose redistricting mailers were returned as undeliverable and were marked for confirmation mailing. If a negative response from ELECT is received, the General Registrar will pursue the cost and feasibility of the local printer performing the work. Ms. Lawton offered a friendly amendment that the request to ELECT to include voters whose redistricting mailers were returned as undeliverable in the 2022 confirmation mailing be a stand-alone motion. Ms. Hanley accepted the friendly amendment to separate the motion into two parts. The motion passed by a vote of 3-0.

Ms. Lawton moved that if ELECT declines to send a second mailing, the Board authorize the General Registrar to determine the cost of [Fairfax County] paying for the confirmation mailing, and if the budget allows, authorize the General Registrar to spend up to \$100,000 for the mailing. The motion passed by a vote of 3-0.

The Board completed the Statement of Results for the qualified provisional ballots in the 8<sup>th</sup> CD for the June 21, 2022, Democratic Party Primary Election.

The Board then certified the election results for the June 21, 2021, Democratic Party Primary Election, and signed the abstract. Once accepted by the Department of Elections, the abstract, the election results certification checklist, and a voided primary ballot will be mailed to the Department of Elections.

Ms. Lawton moved that there being no further business, the Board conclude the Canvass of the June 21, 2022, Democratic Party Primary Election. By a vote of 3-0, and without objection, the Board adjourned at 1:35 p.m.

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Amb. (ret.) Christopher P. Henzel, Chairman

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Bettina M. Lawton, Vice Chairman

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Katherine K. Hanley, Secretary

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# County of Fairfax, Virginia

## GENERAL REGISTRAR'S REPORT

**DATE:** July 20, 2022

**TO:** Amb. (ret.) Christopher Henzel, Chairman of the Fairfax County Electoral Board  
Bettina M. Lawton, Vice Chairman of the Fairfax County Electoral Board  
Katherine K. Hanley, Secretary of the Fairfax County Electoral Board

**FROM:** Eric L. Spicer, General Registrar and Director of the Office of Elections

**CC:** Beth Dixon Methfessel, Clerk to the Electoral Board  
Office of Elections – All staff

**SUBJECT:** General Registrar's Report for the July 21, 2022 Electoral Board meeting

### Voter Registration

| Registered Voters          | As of July 18 2022 | Change from 6/6 |
|----------------------------|--------------------|-----------------|
| Active registered voters   | 751,725            | +993            |
| Inactive registered voters | 37,350             | -187            |
| <b>TOTAL</b>               | <b>789,075</b>     | <b>+806</b>     |

| Registration Transactions                  | June 2022<br>(6/1 to 6/30) | Year-to-Date<br>(1/1 to 6/30) |
|--|----------------------------|-------------------------------|
| DMV online voter registration transactions | 6,115                      | 84,094                        |
| Web voter registration transactions        | 1,632                      | 5,641                         |
| Third-party voter transactions             | 65                         | 2,158                         |
| Other voter registration transactions      | 741                        | 4,119                         |
| <b>TOTAL</b>                               | <b>8,553</b>               | <b>96,012</b>                 |

| Voter Cancellations | Jun 2022<br>(6/1 to 6/30) | Year-to-Date<br>(1/1 to 6/30) |
|---------------------|---------------------------|-------------------------------|
| Deceased            | 325                       | 2,078                         |
| Out-of-state        | 87                        | 1,017                         |
| Other               | 115                       | 490                           |
| <b>TOTAL</b>        | <b>527</b>                | <b>3,585</b>                  |

Fairfax County Office of Elections

12000 Government Center Parkway, Suite 323, Fairfax, Virginia 22035  
Phone: 703-324-4735 | Fax: 703-324-4706 | TTY: 711 | [elect@fairfaxcounty.gov](mailto:elect@fairfaxcounty.gov)  
<https://www.fairfaxcounty.gov/elections>

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## **Redistricting Mailing to Voters**

We received more than 68,000 returned redistricting notices that were undeliverable by the U.S. Post Office. In response, and to fulfill the requirements of Va. Code §§ 24.2-428(C)-(E) and -428.1, we communicated with ELECT in late June regarding whether ELECT could send a second confirmation mailing this year to address the undeliverable notices returned to our office. Alternatively, and over the course of conversations that we had with the Commissioner of the Department of Elections, we amended the request by asking ELECT to provide a list of affected voters so our office could prepare and mail confirmation mailings directly.

Due to technical and timing constraints, the Commissioner indicated that ELECT could not send a second confirmation mailing this year. The Commissioner also indicated that ELECT is unable to provide us with a mailing list that we could use to mail confirmation notices to the affected voters at this time. Finally, the Commissioner indicated that ELECT will address sending these confirmation mailings during its 2023 list maintenance process. While far from ideal, this will meet the requirements of Va. Code § 24.2-428.

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## **ELECT's 2022 Confirmation Mailings**

ELECT informed us that they sent confirmation mailings to approximately 200,000 voters in the Commonwealth of Virginia at the end of June including 23,698 voters in Fairfax County. Voters who respond to the confirmation mailing will be updated in VERIS. Voters who do not respond to the confirmation mailing within 30 days will be moved to an "Inactive" status in VERIS.

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## **Office Personnel**

Ravi Udeshi was recently promoted to a Management Analyst II position to serve as the Department's Election Operations Manager. In this capacity, Ravi will accept responsibility for many of the functions previously performed by the Election Manager position which remains vacant. The Election Officer Manager position (presently vacant) and Satellite Manager (Helen Chaikovsky) will report to Ravi in his new position.

Also, Khamthakone Betts was recently hired as a Business Analyst I for the IT Division to help fill a void that will be left when Sonia Skipper retires in early September. Sonia, a Business Analyst I for the IT Division, is a long term and greatly valued member of the Office of Elections team for many years.

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## **FOIA**

From June 9 to July 19, the Office received 20 VFOIA requests, sent 20 responses, and 2 seven-day extensions are pending. We also received 3 NVRA requests. Copies of the requests and responses have been shared with each member of the Electoral Board.



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## Satellite Voting

I recommend that the Electoral Board approve the attached schedule for in-person voting at the satellite voting locations (Attached).

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## Ballot on Demand System

Based on the successful results associated with our Ballot on Demand pilot at the in-person satellite voting locations in June, we are moving forward with the purchase of a Ballot on Demand system for use at all satellite voting locations and for emergency voting in the future. We are purchasing 40 printers and Ballot on Demand systems to provide at least 2 printers and Ballot on Demand systems for each satellite voting location and 3 for larger locations.

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## iPads for Satellite Voting Locations and Polling Places

We are in the process of securing 300 iPads to provide an iPad at each satellite voting location and polling place. The new iPads will be used for the following functions:

- Provide information for provisional ballot requests
- Secure backup election results at the end of the Election Day
- Provide other information that is usually provided with paper forms such as compensation sheets

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## FAQs

We have developed a robust set of FAQs that are now available on our website to provide information on a variety of topics including voter registration, voter lists, absentee voting, absentee ballot drop boxes, voting machine security, and security policies and laws.

The FAQs are easy to find: On our home page <https://www.fairfaxcounty.gov/elections/> click on the new **?** icon in the top row.



MEMORANDUM

DATE: July 18, 2022  
TO: Eric Spicer, General Registrar  
FROM: Helen Chaikovsky, Deputy Registrar for Early Voting Satellites  
SUBJECT: November 2022 General and Herndon Mayoral and Town Council Elections

**Introduction:**

Using the voting data from the November 2021 General Election as a guide, I recommend the following schedule for in-person early voting satellites.

- 1) 3 locations open 46 days in advance of Election Day -- Government Center, Mount Vernon Governmental Center, and North County Governmental Center.

- a. Voting to start Friday, September 23 and continue to Saturday, November 5.
- b. Three Saturdays for voting – September 24, October 29 and November 5.
- c. Sunday voting on October 30.

Hours: Weekdays: GVC -- 8:00 am to 4:30 pm  
Mount Vernon and North County – 1:00 pm to 7:00 pm  
Saturdays: 9:00 am to 5:00 pm  
Sunday: 1:00 pm to 5:00 pm

- 2) 13 additional early voting Satellites

- a. Open from Thursday, October 27 to November 5
- b. Two Saturdays for voting -- October 29 and November 5.
- c. Sunday voting on October 30.

- Burke Centre Library
- Centreville Regional Library
- Franconia Governmental Center
- Great Falls Library
- Herndon-Fortnightly Library
- Lorton Library/Community Center \*\*
- Mason Governmental Center
- McLean Governmental Center
- Providence Community Center
- Sully Governmental Center
- Thomas Jefferson Library
- Tysons-Pimmit Regional Library
- West Springfield Governmental Center

Hours: Weekdays: 1:00 pm to 7:00 pm  
Saturdays: 9:00 am to 5:00 pm  
Sunday: 1:00 pm to 5:00 pm

\*\* If Lorton Library/Community Center is not open, we will use Gerry Hyland Government Center.

**Discussion:** We are recommending the same schedule as the November 2021 election because:

- The dates and hours were sufficient to handle the volume of voters
- The hours capture people voting at lunchtime and those voting after work
- Keeping the schedule consistent with November 2021 will enable the voters to become accustomed to the dates and hours.

**Action Requested:** Approve the proposed dates and hours of operation for the in-person early voting satellites.