

MINUTES  
Fairfax County Electoral Board  
July 21, 2016

The Fairfax County Electoral Board (Board) met on Thursday, July 21, 2016, at 5:00 p.m. in Conference Room 232 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Stephen M. Hunt, Vice Chairman Seth T. Stark, Secretary Katherine K. Hanley, General Registrar Cameron Glenn Sasnett, Election Manager Judy Flaig, IT Director Erica Newsome, Accountability & Standards Director Autumn Hawley, Public Information Officer Lisa Connors, and Clerk to the Board Beth Dixon Methfessel were present. Keith Damon and Jim Lyle representing the Fairfax County Republican Committee (FCRC); John Farrell representing the Fairfax County Democratic Committee (FCDC); Sidney Johnson representing the Fairfax League of Women Voters (LWV) also were in attendance.

Mr. Hunt called the meeting to order at 5:01 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley. Mr. Hunt called for a motion to approve the July 21, 2016 meeting agenda. Ms. Hanley moved to approve the agenda and by a vote of 3-0, the agenda was adopted.

Mr. Hunt called for a motion to approve the Draft Minutes from the June 23, 2016 and the July 7, 2016 Electoral Board meetings. Ms. Hanley moved for approval and by a vote of 3-0, the June 23, 2016 Minutes and the July 7, 2016 Minutes were adopted.

Mr. Hunt asked for a motion to appoint 130 election officers (84 Democrats, 11 Independents, and 35 Republicans) for a two-year term ending February 28, 2019. Ms. Hanley moved to adopt and by a vote of 3-0, the Board appointed 130 (84 Democrats, 11 Independents, and 35 Republicans) individuals to serve as election officers. Ms. Hanley thanked the parties for responding promptly to the last list of election officer approvals. Ms. Hanley updated the number for the active election officers, 1928 Democrats, 1337 Republicans, and 619 Independents. Mr. Farrell asked if the recent appointments were included in these updated numbers and Ms. Hanley responded affirmatively.

Mr. Sasnett presented the General Registrar's report (see attached July 19, 2016 Registrar's Report and Attachments.)

Under Voter Registration Statistics, the Division of Motor Vehicles (DMV) recently launched a kiosk at the customer service center in Chantilly. As such, the on-line registrations processed through this method made DMV the number one source for voter registrations in Fairfax County, overtaking Virginia Department of Elections (ELECT) Citizen Online Voter Registration Portal.

Under Election Officer (EO) Training and Staffing, the first two "availability" emails were sent with the third expected to go out on Friday, July 22. Of the 3000 election officers who responded, 2755 confirmed their availability for the November election. Mr. Hunt asked if election officers are being reminded of the mandatory four-year training requirement. FCDC

suggested that this information be added to the next election officer notification. Ms. Flaig plans to add this reminder to the next edition of VoteNotes, the Office of Elections (Office) newsletter. Mr. Sasnett reported that an instructional video for the new electronic pollbooks (EPB) was completed. The link will be provided on the Office's website and in VoteNotes as another tool for training and review.

Under Administrative and Projects, the annual maintenance was completed on the DS200s, the DS850 and the ExpressVote machines. Mr. Hunt asked if the issue with the DS850 (pulling in two ballots and not counting the bottom one) encountered during the March 1 Presidential Primaries was addressed. Mr. Sasnett reported that after the feeder belts were replaced and the firmware was updated, no further problems were reported. A folded test-deck has been ordered to run through the DS850 prior to L&A (Logics & Accuracy) testing in the fall.

FCRC asked if the DS200s experienced similar problems as the DS850. Mr. Sasnett explained that the issue with the DS200s in March was the 8x11, rather than the 8x14, ballot size. After scanning, the smaller ballot size did not have the "weight" to allow it to drop consistently into the ballot bin, causing the DS200 to jam. The post-feed ballot read was adjusted to mitigate this complication. Mr. Hunt suggested that interim testing continue to be performed on a regular basis.

A two-week analysis by the Fairfax County Department of Information Technology (DIT) will soon commence to establish the parameters for the voter registration scanning project.

All of the requirements necessary to submit an exemption to the Virginia Information Technologies Agency (VITA) to allow the KNOWiNK PollPads access to Amazon's cloud-based system have been completed. The review process will take approximately two weeks.

Staff performance evaluations have been completed and Career Management Plans (CMP) will now begin.

Mr. Sasnett reported that he and other staff members took part in the ELECT's annual uniformity training in Richmond. Ms. Hanley and Mr. Hunt also attended. Post office delivery issues were discussed. ELECT has not yet released guidance with respect to the Veteran's Day holiday falling on the Friday after the election. This is the same day as the deadline to provide a copy of acceptable photo ID for ID-provisional voters. Ms. Flaig pointed out that the deadline to provide a copy of acceptable ID must be determined because that information is included on the mandatory notice provided to provisional voters.

At the Board of Supervisor's (BOS) July 12 meeting, election officers serving in 20 or more elections were recognized. Additionally, the BOS approved 2 polling place/building name changes (Hughes, Fair Oaks), one precinct division (Tysons), and 2 polling place location changes (Chesterbrook, Huntley.) The Office's website will be updated to reflect these changes.

Mr. Sasnett met with the Office of Public Affairs (OPA) to identify key messages for the November election as well as a timeline for communicating them.

The legislative initiative chosen by the Office will be to move the deadline for applying for an absentee ballot by mail from 7 days prior to the election to 10 days.

Under the Chairman's report, Mr. Hunt attended ELECT's annual uniformity training. In the area of emergency response, he noted the importance of establishing solid lines of communications with other key agencies (FCPS, Police) in the county. With respect to training EOs, Mr. Hunt emphasized the importance of proficiency over minimum requirements.

There was no Vice Chairman's report.

Under the Secretary's report, Ms. Hanley remarked that the recent meeting with Fairfax County Public Schools (FCPS) concluded on a positive note, with FCPS committing to cancel extra-curricular activities on Monday evening, to open by 4:30 a.m., to relocate buses, if possible, from schools where problems with bus parking have been noted, and that teachers will work from home on Election Day.

Rover routes have been increased to twenty.

To accommodate the two constitutional amendments, the three bond issues and the meals tax referendum, a separate Spanish ballot will be used in November. In the 11<sup>th</sup> District, for the first time, the Town of Herndon will conduct their election simultaneously with the November General Election. FCRC asked if a decision has been made on the ballot order for the referendum. Ms. Hanley responded that the two constitutional amendments will be first, the three bond issues will be grouped together, and the meals tax will appear either before or after the bond issues. The final decision will be based on which layout works best.

Ms. Hanley asked Mr. Sasnett about the timing of transferring the I-9 process from Election Administration to Standards & Accountability. Mr. Sasnett answered that training of additional personnel is underway to allow for 100% coverage of staff to assist new election officer applicants.

Under Board Action Items, Ms. Hanley moved to designate Beth Dixon Methfessel as the training coordinator, now specified by Va. Code § 24.2-605(H), for the high school student page program. The motion passed by a vote of 3-0.

Under Old Business, Ms. Hanley asked about the status of the job description, training outline, and criteria for demonstrating proficiency for the technical/procedural specialist. Mr. Sasnett reported that should be completed by the August Board meeting.

The Board addressed choosing a legislative initiative from the following: 1) permit hand-counting of certain absentee ballots prior to 7:00 p.m. on Election Day; 2) permit a subdivision boundary to be used as a precinct boundary; and 3) permit opportunities to register in at widely attended public events that may charge admission. After discussion and general agreement by FCDC and FCRC, the Board moved to advise the legislative affairs division of the County Executive's office that it recommend to the General Assembly that the statute be changed to permit a subdivision boundary to be used as a precinct boundary. FCDC suggested adding

“condominium boundary.” Mr. Stark accepted the friendly amendment and without objection, the motion passed by a vote of 3-0.

Following discussion at the previous meeting, the Board readdressed the issue of varied hours and days for the satellite locations. Mr. Sasnett explained that the Dunn Loring Fire Department may not be feasible due to income-producing activities previously scheduled that the station is unwilling to cancel. Lorton Library is available for use on all of the Saturdays currently scheduled for absentee voting. After this year, Lorton Library can match the complete absentee voting calendar of the other locations. Mr. Sasnett added that GIS is developing a line length reporting application to assist voters by creating an interactive map for the Office homepage that shows when the satellites are open and the wait times at each location. FCRC reiterated its opposition to offering satellite voting locations with varied days. FCDC approved providing more opportunities for absentee voting. LWV supported consistent schedules in the satellites whenever possible. Mr. Stark moved that the Board add the Lorton Library as an additional absentee satellite location to be opened Saturdays during the 2016 cycle with the same hours (9:00 a.m. to 5:00 p.m.) as the other satellite locations. The motion passed by a vote of 3-0.

The Board resumed discussion from the previous meeting on the election night reporting (ENR) software. Although the Board had requested a demonstration, Mr. Sasnett explained that the application, designed for integration into the PollPad platform, is not ready. Ms. Newsome added that no contract has been signed with the vendor. She also commented that a demonstration cannot be performed until a screen resolution problem between the vendor’s equipment and the PollPads is resolved. Ms. Hanley asked if the current election night reporting would be used for the November election, and Mr. Sasnett answered that the next two weeks would determine the feasibility and size of a pilot of the new software.

Ms. Hanley asked if PollChief was functional and Mr. Sasnett responded that the Office is currently halfway through the customization phase. Ms. Flaig noted that the current election officer management system and PollChief could be run in parallel to ensure a smooth transition. After discussion, a demonstration of both the new ENR system and PollChief is expected at the next Board meeting.

Under New Business, the first draft of the November resource allocation (a copy attached and made a part of this record.) Mr. Sasnett commented that Charles Stewart, who partnered with MIT for the 2014 line length study, reviewed the resource allocation and observed that the number of EPBs exceeded the recommendation for maximum efficiency. Ms. Flaig stated that all equipment would be deployed for the November election. Approximately 45 precincts will have 3 optical scanners. No fewer than 3 EPBs have been assigned to each precinct. Each precinct will have one more election officer than in 2012. More privacy booths will be provided, including clipboards to allow voters to mark their ballots if they who choose not to wait for a booth. Ms. Flaig recommended that if only one election officer is assigned to each EPB, voting machine cards and a ballot table should be utilized. This set-up will allow for better tracking and control of the ballots. Mr. Hunt suggested this method be mocked-up for training purposes. Additionally, once the Chief and Assistant Chief Election Officers are assigned, the rovers will begin to set up meetings with each team at their precinct to diagram and plan the flow in and out

of the voting room. Mr. Sasnett proposed that a video be prepared and posted on the website covering the best practices of precinct set-up. Ms. Hanley recommended asking the schools to provide regular tables rather than those with the seats attached. Mr. Hunt added that voters have complained about slipping off these attached seats. Offering clipboards will provide an additional incentive to shorten the amount of time it takes to mark the ballot. As advocated by the 2012 Bipartisan Election Process Improvement Commission (BEPIC), the resource allocation will be reviewed after the close of voter registration in the fall.

Mr. Hunt asked about the number of ballots, including Spanish language ballots, distributed to the precincts. Mr. Sasnett clarified that ELECT's guidance provides for "100% of active voters purchased for the locality and distributed proportionally to the polling locations." Based on this directive, Ms. Flaig recommended 75-80% for the precincts and 20-25% for absentee voting. Spanish language ballots will be distributed to every precinct with higher amounts allocated for those with a greater concentration of Spanish-speaking voters.

FCRC asked if all voting machines, including the ExpressVotes, would be opened on election morning. Ms. Flaig said that all machines should be activated by 6:00 a.m. Mr. Sasnett mentioned that two additional rover routes have been added. Command Center personnel has also been increased. FCDC recommended continuing with 2 EPB officers because one backs up the other and as such, keeps the check-in line moving. FCDC suggested that adding a ballot table decreases the efficiency of in-take by creating a choke point. FCDC also reminded the Board of FCDC's 2012 analysis suggesting that where the line was drawn that determined how many touch screen machines and EPBs to allocate, specifically between 2 and 3, had a disproportionate impact on wait times in 2012. Those precincts below the cut-off most affected by longer lines also had large minority populations. FCDC asked Ms. Flaig for the methodology used to determine how many election officers would be assigned per precinct. Ms. Flaig answered that in addition to the Chief and Assistant Chief, one per pollbook, one per scanner, 2 for the ballot table, a greeter, 3 "floaters", and 1 technical/procedural specialist in precincts over 4000. If available, a technical/procedural specialist will also be added to precincts with over 3000. Ms. Flaig will provide the resource allocation methodology to the parties.

Following discussion, Mr. Stark moved to recommend an increase of \$25 in the pay for the Assistant Chief Election Officer (from \$200 to \$225.) The motion passed by a vote of 3-0.

There were no Public Comments.

The next meeting of the Board will take place on Thursday, August 25, 2016, 5:00 p.m. The ENR/PollChief demonstration should be scheduled prior to the start of the meeting.

Mr. Hunt moved that the Board enter into a Closed Session for the purpose of discussing specific personnel matters, as permitted by Va. Code § 2.2-3711(A)(1); and to complete the annual review of the General Registrar, as specified by Va. Code § 24.2-109.1; and to discuss protocols for maintaining the security of ballots or voting and counting equipment, or risk assessments of specific local electoral procedures, where discussion of such matters in open meeting would compromise the security of any election, as permitted by Va. Code § 24.2-

3711(A)(19). Without objection, and by a vote of 3-0, the Board entered into Closed Session at 7:07 p.m.

At 8:57 p.m. the Board concluded the Closed Session. Chairman Hunt read the following statement:

“In accordance with *Virginia Code* § 2.2-3712(D), I am asking the Secretary of the Electoral Board to conduct a roll call vote to certify that to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting and (ii) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. That roll call vote shall be recorded and included in the minutes of the Electoral Board.”

Secretary Hanley then called the roll for the vote on the above statement:

Voting Yes: Chairman Hunt  
Vice Chairman Stark  
Secretary Hanley

There being no further business, Ms. Hanley made a motion to adjourn. The motion carried, and without objection, the meeting was adjourned at 8:58 p.m.

Attachments

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Stephen M. Hunt, Chairman

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Seth T. Stark, Vice Chairman

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Katherine K. Hanley, Secretary