MINUTES
Fairfax County Electoral Board
May 8, 2025

The Fairfax County Electoral Board (Board) met on Thursday, May 8, 2025, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Kevin R. Pinkney; Secretary Jeffrey K. Shapiro; General Registrar Eric L. Spicer; Deputy Director Cheryl Jones; and Clerk to the Electoral Board Beth Dixon Methfessel were present.

IT Manager Cord Whitehouse; Election Manager Ravi Udeshi; Deputy Registrar for Voter Registration Bushra Ardalan; Deputy Registrar for Voter Satellite Offices Florence Brown; Deputy Communications Specialist Sean Stewart; Election Officer Manager Gretchen Coleman; Training and Operations Manager Sean Rogers; Election Supplies Coordinator Justin Knoernschild; Finance Manager Merin Mani; Voting Equipment and Logistics Manager Tyrone Allen; Judy Clardy, Ann Hines, Jean Thoensen, and Bill Turley (Office of Elections (Office) staff and/or rovers); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); Christine Brim (Fairfax County Republican (FCRC) Election Integrity Task Force); Doug Friedly, F. Caroline Lane, Barbara Tengs (members FCRC); and Raouf Kheir (Fairfax County Election Officer) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: IT Staff Todd Strelow; Office staff Nazila Arefi, Lisa Hogle, B. Gissell Jimenez, Alejandra Malanowski, Abigale Peters, Jerald Taylor, and Fily Vilasanta; Maria Vorel (FCDC Precinct Operations); Arina van Breda (Director, Voter Registration and Voter Information LWV - Fairfax); Andi Bayer (FCRC Election Integrity Task Force); John Barker, Phyllisa Goldenberg, and Dan Per-Lee (Fairfax County rovers and/or election officers and/or residents of Fairfax County or neighboring jurisdictions).

Ms. Hanley called the meeting to order at 4:00 p.m. and introduced the Board. Ms. Hanley explained that the meetings will now be videotaped. The link to the recording will be available on the Electoral Board Meeting Minutes webpage within three business days of the meeting. Anyone not wanting their image recorded should hide their video camera.

Mr. Shapiro moved approval of the agenda, and his motion passed by a vote of 3-0.

Mr. Shapiro moved to adopt the Draft Minutes of the Board meeting held on April 10, 2025. His motion passed by a vote of 3-0.

Mr. Shapiro made a motion to appoint 37 election officers (EO) (24 Democrats, 9 Republicans, and 4 Unaffiliated) for a term ending February 28, 2027. Mr. Shapiro's motion passed by a vote of 3-0. The Board discussed the plans to improve party parity for the November election, and to ensure that a pipeline of experienced Chief and Assistant Chief EOs is available for assignment. No action was taken by the Board.

Under the General Registrar's (GR) report dated May 7, 2025 (found under Board Documents for the May 8, 2025, Electoral Board meeting Electoral Board Meetings | Elections), Mr. Spicer presented the GR's report and updated the voter registration numbers since the last Electoral Board meeting:

Voter Registration

Registered Voters	**As of 4/1**	**As of 5/1**	**Change from 4/1**
Active Registered Voters	758,472	759,666	+1,194
Inactive Registered Voters	41,973	41,598	-375
Total	**800,445**	**801,264**	**+819**

Active Voter Registration Subtractions (cancellations and transfers out)	**4/1 to 4/30**	**Year-to-Date 2025 (1/1 to 4/30)**
Deceased (multiple sources)[1]	535	1,980
Out-of-State (multiple sources)[2]	392	1,695
Declared Non-Citizen (from ELECT)	65	181
Declared Mentally Incapacitated (from Court)	6	19
Felony Conviction (from ELECT)	12	41
Voter Request (paper form from voter)	31	103
Transfer Out to Another Jurisdiction in VA	1,454	5,207
Other Subtractions (administrative error, other)	0	13
Total Cancellations and Transfers	**2,495**	**9,239**

Active Voter Registration Additions	**4/1 to 4/30**	**Year-to-Date 2025 (1/1 to 4/30)**
New Voter Registrations (multiple sources)	2,168	8,426
Transfer In from Another Jurisdiction in VA	1,114	3,904
Other Additions (reactivated, reinstated, other)	407	1,519
Total	**3,689**	**13,849**

Voter Registration Transactions[3] ***(includes transactions that result in additions, subtractions, and no change)***	**4/1 to 4/30**	**Year-to-Date 2025 (1/1 to 4/30)**
Online DMV (from ELECT)	22,949	75,905
Online Citizen Portal (from ELECT)	659	2,124
Online Third-Party DMV Verified (from ELECT)	34	157

Va. Paper Form Third Party (delivered to the office)	361	1,598
Va. Paper Form In-Person (office walk-ins, new citizen ceremonies, at polling locations)	40	100
Va. Paper Form by Mail (delivered to the office)	100	326
Federal Post Card Application (multiple sources)	23	789
National (EAC) Paper Form (delivered to the office)	43	150
Same Day Registration (office or voting locations)	0	0
Others (voter card, confirmation notice, update form)	117	461
Public Assistance, Disability Offices	2	2
Discretionary Agencies (BVS, NTIS, Social Security Administration)	681	2,524

[1] Deceased (multiple sources) includes: Bureau of Vital Statistics through ELECT, Report of Death information provided by relative, Death Certificate provided, and General Registrar Report of Death created based on an obituary.
[2] Out-of-State (multiple sources) includes: DMV, State mail, NCOA, and other voter registration update forms.
[3] All categories include: new voter registrations, change of address, change of name, voter cancellations (including out-of-state), and duplicates (no change of data).

Since 2023, the Department of Elections (ELECT) has permitted GRs to manually cancel voter registrations for deceased individuals based on information in death certificates, obituaries, and the newly created ELECT 427B form. The Office cancelled 230 voter records based on the results of researching obituaries and death certificates.

On May 13, the Office will request authorization of a public hearing on June 24, 2025, for the following precinct and polling place changes. The proposed changes will not affect the June 17, 2025, Democratic Party Primary Election (Democratic Primary).

1. Cameron Glen precinct will be divided, and the boundary of Reston #1 precinct will be adjusted to create a new precinct to be named "Reston #4." Its polling place will be established at the Reston Teen Center located at 12196 Sunset Hills Road, Reston. The new precinct is expected to have 3,270 voters, reducing the size of Cameron Glen precinct by 2,851 voters, and Reston #1 precinct by 419 voters. The polling place for Cameron Glen voters will remain at the North County Human Services Center. The polling place for Reston #1 voters will remain at Lake Anne Elementary School.

2. Coates precinct will be divided to create a new precinct to be named "Coppermine," and its polling place will be established at Floris United Methodist Church, 13600 Frying Pan Road, Herndon. The new precinct will reduce the size of Coates precinct (currently

with over 7,000 voters) by 2,020 voters. The polling place for Coates voters will remain at Coates Elementary School.

3. The name of the polling place for Greenspring precinct will be changed from Greenspring Conference Center to Hunters Crossing Conference Center.

4. The polling place for Virginia Hills precinct will be repurposed as office space and will no longer be available for voting. The polling place be relocated to the Franconia Recreation Center, 6601 Telegraph Road, Alexandria.

5. Huntington precinct will be divided to create a new precinct to be named "Montebello," and its polling place will be established at Montebello Community Center, 5905 Mount Eagle Drive, Alexandria. The new precinct will reduce the size of Huntington precinct by 1,300 voters. The polling place for Huntington voters will remain at the Fair Haven Community Center.

6. The precinct boundary between Marshall and Shreve precincts will be adjusted to move 1,107 voters from Marshall into Shreve. The proposed change will reduce the number of voters in Marshall, which currently has over 5,000 voters. The polling places for the Marshall and Shreve precincts will remain at Marshall High School and Shrevewood Elementary School, respectively.

7. The precinct boundary between Green Trails and Old Mill precincts will be adjusted to move 27 voters from Green Trails to Old Mill.

The new Franconia Governmental Center will reopen at 7130 Silver Lake Blvd., Alexandria, thus relocating the voter satellite office to that address.

On Tuesday, April 22, one Republican candidate for Lieutenant Governor withdrew by submitting his notice of candidate withdrawal to the Office. This left the remaining candidate unopposed as the automatic Republican nominee for the November 4, 2025, General Election. Consequently, ELECT informed the Commonwealth that the statewide Republican Party Primary for the office of lieutenant governor was cancelled. Staff immediately created a new election definition and ballot, changed EO assignments, and performed many other critical functions to pivot from a dual-party primary to a single-party primary. Early voting assignments, which had been completed for all 16 locations, were changed to reflect the last-minute switch from a dual-party primary to the now single-party Democratic Primary. To support the new assignments, the early voting training schedule was revised to ensure all EOs satisfied the requirements for serving, especially those assigned to the 45-day locations which open on Friday, May 2. Significant changes were also made to EO precinct assignments. The Office expects to assign approximately 1,600 EOs to serve across all 264 precincts (down from the 1,800 previously allocated for a dual-party primary). Consistent with the Code of Virginia and Electoral Board policy, all Chiefs and Assistant Chief EOs now represent the Democratic Party. For the remaining positions, all available Democratic-affiliated EOs will be assigned first and any remaining assignments will be filled in with other available and trained EOs.

Following the change in primary, the L&A (Logic and Accuracy) testing schedule was revised. Notice of the updated L&A testing schedule was provided to the chairs of the local

party committees. Using the revised election configuration, L&A testing of the e-pollbooks for 45-day early voting satellite locations was completed on Tuesday, April 29. Testing of the ballot scanners and ballot marking devices, based on the updated election configuration and ballots, was restarted on Thursday, April 24 and completed by Tuesday, April 29. L&A testing for ballot scanners and ballot marking devices to be used at the election day precincts began on Tuesday, May 6 and will be completed by Friday, May 23. Mr. Pinkney requested a copy of the L&A checklists and guidelines.

As of May 5, a total of 45,230 absentee ballot applications were approved for the June 2025 Democratic Primary. This includes 42,250 permanent applications, 2,734 applications from overseas and military voters, and 112 one-time applications. The following shows a breakdown of the absentee applications received in April 2025 for the Democratic Primary for each of these categories:

One Time (SBE 701)	Permanent Absentee (SBE 703.1P)	Overseas & Military Voters (FPCA)	Total
66	117	18	201

On May 2, ten staff members from the Office received Outstanding Performance Awards (OPAs) during an employee awards ceremony at the Fairfax County Government Center. Additionally, the U.S. Election Assistance Commission (EAC) recently recognized Fairfax County with five Clearinghouse Awards ("Clearies"), including two full awards and three honorable mention awards. This recognition underscores the significance of the Office's ongoing efforts to improve election operations, enhance the voter experience, and support election officers through thoughtful, data-driven innovation. (More information on the awards can be found in the Board Documents for the May 8, 2025, Electoral Board meeting Electoral Board Meetings | Elections.)

Reuben B. Howard successfully competed for the Absentee Voter Manager position (Management Analyst I) and will start on May 19, 2025.

Staff reviewed the standard for acknowledging the receipt of a Freedom of Information (FoIA) request. The Office submitted a request to create a FoIA reading room; no response has been received. Mr. Shapiro suggested making public only the initial FoIA request without including the response.

Based on the Electoral Board policy enacted at the September 16, 2024, Electoral Board meeting, each month the General Registrar refers individuals identified by ELECT as potential non-citizens to the Commonwealth's Attorney and Attorney General. ELECT cancelled the registration records for 65 individuals between April 1 and April 30, 2025, on the grounds that they were potential non-citizens. Of those 65, four affirmed their citizenship after the cancellation and four were registered in error. On May 2, 2025, the General Registrar referred the remaining 57 individuals to the Commonwealth's Attorney and Attorney General.

Ms. Hanley distributed a letter to the other Board members from Mr. Brandon asking the Board to request that the DMV and ELECT demonstrate the various online methods that new or existing registered voters see when they apply for the first time or renew their voter

registration at the DMV or via ELECT's Citizen Portal. Ms. Hanley referred the letter to the General Registrar for follow-up. The second letter from Mr. Brandon dealing with cybersecurity and election integrity was referred to Mr. Whitehouse who has already provided a response.

Under the Chairman's report, Ms. Hanley informed the Board that a teacher workday is scheduled for the General Election on November 4. After discussion, the Board agreed that Ms. Hanley should write a letter to the School Board to resolve the issue of scheduling a teacher workday on the day of the general election. She will also attend a School Board meeting to address this conflict.

Under the Vice Chairman's report, Mr. Pinkney requested a copy of the warranty agreement covering the DS300 voting machines.

There was no Secretary's report.

Under New Business, Mr. Pinkney questioned why the Office is no longer providing a digital copy of the Public Absentee Ballot Application List (PABAL) to the political committees. Mr. Spicer explained that the digital format for this data is only available from ELECT. After discussion, Mr. Spicer will provide a contact at ELECT for Mr. Pinkney.

Under Old Business, Mr. Pinkney reiterated his request for a copy of the ES&S contract to verify the inclusion of language that the firmware, once certified, will be updated at no additional cost.

Under Public Comments, Ms. Hanley asked those who want to make a comment, either online or in person, to raise their hand to be recognized, and to provide their name and the organization they represent, if any, before giving a statement. She reminded the public that comments are limited to three minutes. The Board may answer certain queries; however, if more research is required, the Board may defer an answer. The Board may also request written submission of the comment or inquiry. For those present in the room, comments will be made from the podium.

Ms. Brim explained that when the Daily Absentee List (DAL) is purchased from ELECT, the data provided is poorly formatted and inadequate. She asked the Office to address this issue with ELECT. After discussion, Ms. Hanley asked the political committees to provide copies of the DAL report so it can be compared to the PABAL report.

Ms. Hanley moved that the Board enter a closed session to discuss personnel matters, as permitted by Va. Code § 2.23711(A)(1), including the annual review of the General Registrar as required by Va. Code § 24.2-109.1. The motion passed by a vote of 3-0, and the Board moved into Closed Session at 5:00 p.m.

At 5:54 p.m. the Board concluded the Closed Session. Chairman Hanley 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 Shapiro called for the vote on the above statement:

Voting Yes: Chairman Hanley
Vice Chairman Pinkney
Secretary Shapiro

The next Electoral Board meeting will be held on Wednesday, June 4, 2025, 4:00 p.m.

Mr. Shapiro moved to adjourn. The motion carried, and the meeting was adjourned at 4:59 p.m.

Attachments

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Hon. Katherine K. Hanley, Chairman

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Kevin R. Pinkney, Vice Chairman

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Jeffrey K. Shapiro, Secretary

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