MINUTES
Fairfax County Electoral Board
June 4, 2025

The Fairfax County Electoral Board (Board) met on Wednesday, June 4, 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 Registrar for Absentee Voting Reuben Howard; Deputy Communications Specialist Sean Stewart; Voting Equipment and Logistics Manager Tyrone Allen; Election Officer Manager Gretchen Coleman; Training and Operations Manager Sean Rogers; Election Supplies Coordinator Justin Knoernschild; John Barker, 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); and Doug Friedly and Barbara Tengs (members FCRC) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: Human Resources Manager Yoon Choi-Lee; Finance Manager Merin Mani; IT Staff Todd Strelow; Office staff Nazila Arefi, Steve Barch, Sharon Barrett, Leonard Bumbaca, Carrie Clark, Antemira Elliot, Lisa Hogle, B. Gissell Jimenez, Sherry Kirk, Gary Klinger, Alejandra Malanowski, Jerald Taylor, and Fily Vilasanta; Megan Challender (FCDC Election Law and Voter Protection); Christine Brim and Andi Bayer (FCRC Election Integrity Task Force); Maggi Luca (member Leage of Women Voters-Fairfax); Helen Chaikovsky, Phyllisa Goldenberg, and Peggy Morrison (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 May 8, 2025. His motion passed by a vote of 3-0.

Mr. Shapiro made a motion to appoint 68 election officers (EO) (40 Democrats, 7 Republicans, and 21 Unaffiliated) for a term ending February 28, 2027. His motion passed by a vote of 3-0.

Under the General Registrar's (GR) report dated June 3, 2025 (found under Board Documents for the June 4, 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 5/1	As of 6/1	Change from 5/1
Active Registered Voters	759,666	760,986	+1,320
Inactive Registered Voters	41,598	41,304	-294
Total	801,264	802,290	+1,026

Active Voter Registration Subtractions (cancellations and transfers out)	5/1 to 5/31	Year-to-Date 2025 (1/1 to 5/31)
Deceased (multiple sources)[1]	312	2,292
Out-of-State (multiple sources)[2]	310	2,005
Declared Non-Citizen (from ELECT)	82	263
Declared Mentally Incapacitated (from Court)	7	26
Felony Conviction (from ELECT)	0	41
Voter Request (paper form from voter)	20	123
Transfer Out to Another Jurisdiction in VA	1,421	6,628
Other Subtractions (administrative error, other)	4	17
Total Cancellations and Transfers	**2,156**	**11,395**

Active Voter Registration Additions	5/1 to 5/31	Year-to-Date 2025 (1/1 to 5/31)
New Voter Registrations (multiple sources)	2,087	10,513
Transfer In from Another Jurisdiction in VA	1,105	5,009
Other Additions (reactivated, reinstated, other)	284	1,803
Total	**3,476**	**17,325**

Voter Registration Transactions[3] *(includes transactions that result in additions, subtractions, and no change)*	5/1 to 5/31	Year-to-Date 2025 (1/1 to 5/31)
Online DMV (from ELECT)	20,262	96,167
Online Citizen Portal (from ELECT)	981	3,105
Online Third-Party DMV Verified (from ELECT)	73	230

Va. Paper Form Third Party (delivered to the office)	290	1,888
Va. Paper Form In-Person (office walk-ins, new citizen ceremonies, at polling locations)	34	134
Va. Paper Form by Mail (delivered to the office)	162	488
Federal Post Card Application (multiple sources)	15	804
National (EAC) Paper Form (delivered to the office)	71	221
Same Day Registration (office or voting locations)	4	4
Others (voter card, confirmation notice, update form)	54	515
Public Assistance, Disability Offices	0	2
Discretionary Agencies (BVS, NTIS, Social Security Administration)	514	3,038

[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).

As of May 31, a total of 45,592 absentee ballot applications were approved for the June 2025 Democratic Party Primary election (Democratic Primary). This includes 42,398 permanent applications, 2,751 applications from overseas and military voters, 5 permanent absentee change forms, and 438 one-time applications. Ms. Hanley requested that, given the number of elections expected over the next several months, an evaluation of the efficiencies and performance of the post office be prepared and reviewed at the next meeting.

As of May 31, 1,764 individuals voted in-person at the three early voting locations that opened on May 2 for the Democratic Primary. Thirteen additional early voting locations will open on Saturday, June 7, and remain open until Saturday, June 14. Weekday hours are 1 p.m. to 7 p.m. except at the Fairfax County Government Center, which is open 8 a.m. to 4:30 p.m. All early voting locations are open 9 a.m. to 5 p.m. on Saturday, June 7 and Saturday, June 14. There is no early voting on Sunday, June 8. Same-day registration is available at all early voting locations through Saturday, June 14.

Approximately 1,600 EOs have been assigned and confirmed across all 264 precincts. A robust series of training opportunities are being offered to satisfy statutory requirements related to EO reappointment and the deployment of new equipment, while ensuring all EOs are

well prepared for the upcoming election. To date, more than 2,000 EOs have attended an in-person class, and over 2,700 have completed an online, on-demand course.

The majority of Logic & Accuracy (L&A) testing activities are now complete, including:

- Early voting: ballot-on-demand (BOD) systems
- Early voting: electronic pollbooks (Poll Pads)
- Early voting: ballot scanners (DS300s) and ballot marking devices (ExpressVotes)
- Election day: ballot scanners (DS300s) and ballot marking devices (ExpressVotes)
- Absentee mail: two of three high-speed mail ballot scanners (DS950s)

Pursuant to Virginia Administrative Code 20-60-70 and consistent with past elections, the electronic pollbooks (Poll Pads) to be deployed at the precincts will be tested and prepared on the Sunday (June 15, 2025) before the Democratic Primary.

In February 2025, 700 new DS300 ballot scanners and three new DS950 high-speed absentee ballot scanners were received to replace the previous equipment. The table below summarizes the status of the new equipment as of May 30, 2025.

	DS300 ballot scanners	**DS950 high-speed scanners**
Units received	**700**	**3**
Units passed all testing to date	663	2
Units requiring replacement or repair	37	1
Units requiring replacement or repair	**37**	**1**
Units returned to vendor	14	-
Units repaired on-site	5	-
Units due to be inspected	18	1

Governor Glenn Youngkin issued a writ of election calling a Special Election in Virginia's 11th Congressional District on September 9, 2025. The seat was previously held by Representative Gerald E. Connolly, who passed away on May 21, 2025. Mr. Pinkney moved only the early voting satellite offices in the 11th Congressional District be used for the September 9 Special Election. Mr. Pinkney's motion passed by a vote of 3-0. Under discussion about the operational hours of the voter satellite offices (Government Center excluded) for the Special Election, Mr. Pinkney moved that for the Special Election, all the voter satellite offices operate on the same schedule. Mr. Pinkney's motion failed for a lack of a second.

The new ballot marking devices will be received and tested in July (depending on certification by the State Board of Elections) but not deployed until 2026 due to the Special Election scheduled for September 9, 2025. The Board delegated the management of the timeline for deployment of the ballot marking devices to the General Registrar.

Gretchen Coleman, Election Officer Manager, submitted her resignation from her position effective June 10, 2025, to accept the Assistant Election Manager position with the City of Alexandria Office of Elections.

The Barbara Varon Award Selection Committee will be presenting the Barbara Varon Volunteer Award to the 2024 recipient, Jose Garzon, at the Board of Supervisors' meeting on June 10 at 9:30 a.m. Ms. Hanley passed the gavel to Mr. Pinkney to move that the Office of Elections ask the Board of Supervisors to either assign assistance to the Office or to reconsider the management of this award to an agency better equipped to handle volunteer awards. This motion passed by a vote of 3-0. Following the vote on the motion, Mr. Pinkney returned the gavel to Ms. Hanley.

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. The Department of Elections (ELECT) cancelled the registration records for 82 individuals between May 1 and May 31, 2025, on the grounds that they were potential non-citizens. Of those 82, one reregistered and affirmed their citizenship after the cancellation, two were registered in error, and one moved out of state. On June 3, 2025, the General Registrar referred the remaining 78 individuals to the Commonwealth's Attorney and Attorney General.

The Board recessed at 4:34 p.m. to address audio/visual issues. The Board reconvened at 4:37 p.m.

Ms. Hanley explained that the following proposed precinct and polling place changes in the 11th Congressional District scheduled for public hearing on June 24, 2025, will be postponed due to the September 9 Special Election.

- Divide Cameron Glen precinct and adjust the boundary of Reston #1 to create Reston #4 precinct
- Divide Coates precinct to create Coppermine precinct
- Readjust the boundary between Green Trails and Old Mill precincts

The remaining changes scheduled for the June 24, 2025, Public Hearing will move forward. These include the following:

- Relocation of the polling place for Virginia Hills precinct
- Division of Huntington precinct to create Montebello precinct
- Adjustment of the boundary between Marshall and Shreve precincts
- Changing the name of the polling place for Greenspring precinct

To avoid mistakes with the candidate petitions, Mr. Pinkney requested written, standard operating procedures on how the petitions will be evaluated to ensure that all mandatory requirements under the law and the administrative code are followed.

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Mr. Pinkney mentioned that the auto-reply indicating that a FoIA submission has been received may not be working in a consistent manner and should be investigated. Mr. Whitehouse will follow up to ensure that the auto-reply is functioning properly.

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

Under the Chairman's report, Ms. Hanley discussed the challenges of holding parent/teacher conferences on Election Day with the Chairman of the School Board. She plans to attend the School Board meeting next week to address this concern.

Ms. Hanley stated that the rules regarding the posting of signs in Fairfax County vary by location and facility. Although the Office has no enforcement authority regarding the posting of signs, Ms. Hanley moved to create a compilation of the list of rules for the different county entities (schools, libraries, county, federal, parks, VDOT, private facilities) to generate a proper response to specific inquiries regarding the posting of signage. Ms. Hanley's motion passed by a vote of 3-0.

There was no New Business.

Under Old Business, Mr. Pinkney asked for an update on the collection of fees from candidates who filed late campaign finance reports. Mr. Spicer responded that there is no new development, and no additional response from ELECT.

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. Hanley confirmed for Ms. Challender that the schools will be open for the Special Election.

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 5:05 p.m.

At 6:14 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

Mr. Shapiro made the following motion:

> "Based on excellent performance, beginning July 1, 2025, the Registrar/Director's annual salary will be set at $205,040. This salary reflects the complexity and size of the county, the operation that is run in Fairfax County as well as the success from the previous year and the expectation of success next year."

The motion passed by a vote of 3-0.

Mr. Shapiro moved to adjourn. The motion carried, and the meeting was adjourned at 6:17 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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