

MINUTES
Fairfax County Electoral Board
August 17, 2017

The Fairfax County Electoral Board (Board) met on Thursday, August 17, 2017, 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, Deputy Registrar Gary Scott, Election Manager Judy Flaig, IT Director Erica Newsome, and Clerk to the Board Beth Dixon Methfessel were present. Keith Damon representing the Fairfax County Republican Committee (FCRC); Donna Rostant representing the Fairfax County Democratic Committee (FCDC); Olga Hernandez representing the Fairfax League of Women Voters (LWV); John Farrell, member of FCDC, and Jean Thoensen, Fairfax County resident, also attended the Electoral Board meeting.

Mr. Hunt called the meeting to order at 4:32 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley.

Mr. Hunt called for a motion to approve the August 17, 2017, meeting agenda. Ms. Hanley moved to approve the agenda, and by a vote of 3-0, the August 17, 2017, meeting agenda was adopted.

Mr. Hunt called for a motion to appoint 44 election officers (EOs) (18 Democrats, 6 Independents, and 20 Republicans) for a term ending February 28, 2018. Ms. Hanley moved to adopt and by a vote of 3-0, the Board appointed 44 (18 Democrats, 6 Independents, and 20 Republicans) individuals to serve as EOs for a term ending February 28, 2018. Ms. Hanley thanked Mr. Damon for providing four names of approved Republican election officers willing to serve as an Assistant Chief for the August 29 Special Election. Mr. Sasnett explained that the officers marked with an * are approved Republicans from other jurisdictions who agreed to serve in Fairfax County's August 29 Special Election. He thanked them for their assistance. FCRC added its appreciation for the initiative shown by the Office of Elections (Office) in reaching out to neighboring localities for available Republican election officers. FCRC asked for contact information for the election officers serving from other jurisdictions in order to extend personal thanks. Mr. Sasnett will provide this information to the FCRC.

Mr. Hunt called for a motion to approve the Draft Minutes from the July 18, 2017, Electoral Board meeting. Ms. Hanley moved for approval, and by a vote of 3-0, the July 18, 2017, Minutes were adopted.

Mr. Sasnett presented the General Registrar's (GR) report (see attached August 11, 2017 GR Report).

Under Voter Registration Statistics, Mr. Sasnett noted that since the GR's report was printed, an additional 1,500 voters have been moved from active to inactive status. The use of the online voter registration (OVR) continues to outpace paper transactions (YTD Totals: 217,764 OVR v 24,218 Paper).

Under Accountability and Standards, the Human Resources Coordinator position has been filled. Mr. Sasnett thanked Kiran Sharma for her support and assistance filling in while this position was vacant. An informal cross training program has been initiated to support knowledge transfer across the Office of Elections (Office). Employees who participate will have this noted in their personnel record.

The FY18 audit of voting equipment by the Department of Procurement and Materials Management returned a 100% accountability rating.

A small committee has been established to organize an all staff training and team building outing for Friday, September 8. For this event, the Office will close under Va. Code §24.2-411.

Under Technology and Innovations, because no formal approval from the Department of Elections (ELECT) was received, the Office will not be piloting the 21 precincts scheduled to use the Amazon Web Services (AWS) for the PollPads for the August 29 Special Election. Mr. Stark asked why approval was continuing to be withheld. Mr. Sasnett explained that despite KnowInk's [PollPad vendor] compliance with all VITA requirements, Commissioner Edgardo Cortés will not grant a pilot because "the risks associated with using the Cloud outweighs any of the benefits for the system being on the Cloud." FCRC asked if anything could be published to allay fears regarding the use of AWS. Mr. Hunt requested that all questions from the public be directed to him and he will attempt to respond. If the volume of inquiries warrant, Mr. Hunt will consider preparing a "white paper" to address specific concerns. FCRC asked if the PollPads are able to capture how many voters check-in using driver's licenses. Mr. Hunt will follow-up on whether this statistic is available.

Three vendors responded to the Request for Information for Election Night Results Reporting, and the Office will meet with each of them the week of August 14-18.

The timeline for the voter registration scanning project will slid one month. The final data files will now be delivered by the end of September.

Under Election Administration, the following draft resource allocation (attached and made a part of this record) for November 2017 is recommended:

- DS200 – 1 scanner for every 2,200 active voters with a minimum of 2 per precinct
- ExpressVote – 2 per precinct
- PollPads – 1 PollPad for every 800 active voters with a minimum of 3 and a max of 6 per precinct
- Ballots – 31 ballot styles. Total order of 514,200 (74% projected turnout)
Precincts – 396,000 (57%) AB In-Person – 83,500 (12%)
AB Mail – 34,700 (5%)
- Election Officers – precincts will have 9-12 officers depending upon size
One/Poll Pad, including the Chief
One Assistant Chief
One to monitor the DS200s

One as greeter/demonstration officer
Two for ballot table
One floater for curbside/ExpressVote

Although all four languages will appear on one ballot, because ELECT requires reporting election results by congressional district, 31 ballot styles must be used. The ballot styles will be approved by August 18, 2017.

Ms. Hanley moved that the resource allocation for the November 7, 2017, General and Special Elections be approved as submitted. The motion passed by a vote of 3-0.

Due to relocation, Brenda Pree and Yoona Kim have resigned their respective positions within the Office.

With respect to the August 29 Special Election, due to heavier than anticipated in-person absentee voting, Conference Rooms 2 and 3 in the Fairfax County Government Center will be utilized for absentee voting from Tuesday, August 22, through Saturday, August 26. On August 10, the Notice of Intent to Use Non-Affiliated Officers was sent to the local political party chairman. Staff has reached out to neighboring jurisdictions to find qualified Assistant Chief Election Officers. The DS200 will be used to scan the ballots for the Central Absentee Precinct.

Inaccuracies have been discovered with the current translation service with respect to the printed ballot. The vendor has been notified of the implications and the need to avoid careless errors. Staff will monitor and proof, however, a secondary vendor is being considered.

Under Voter Registration, on the weekend of August 5, ELECT moved 19,571 voters from active to inactive due to non-response to the 30,175 NCOA (National Confirmation of Address) notices mailed by ELECT over the summer. ELECT provided the names of 5,220 Fairfax County voters for whom USPS provided new addresses. If appropriate, the records of these voters have been updated. Mr. Farrell asked if these voters were sent postcards with updated voting information, and Mr. Sasnett responded affirmatively.

Under General Update, on July 11, 2017, the Board of Supervisors approved all submitted polling place changes. Mr. Farrell reported that Hughes Middle School (#225 Hughes precinct) will be under construction in 2018. Ms. Hanley asked for a follow-up on proposed school construction projects.

The Office has mailed out 14,400 notifications to voters affected by these changes. Since July 9, 47,000 voter notices have been sent utilizing the new postcard format (.60/piece), resulting in a savings of \$28k. An all-voter mailer is requested for the November 2017 election.

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

Under the Secretary's report, driver's licenses will change because of the implementation of REAL ID, and she asked Mr. Sasnett to follow-up on whether the new

format will be compatible with the scanner on the PollPads. Ms. Hanley moved that Tom Bjerke be appointed as the assistant Machine Custodian. The motion passed by a vote of 3-0.

Under Old Business, Ms. Hanley distributed the number of voters who voted in-person at one of the satellite locations for each of the Saturdays in 2013, 2014, 2015, and 2016. There were 9 satellite locations in 2013, 2014, and 2015 and 10 locations in 2016. She asked the parties and the LWV to review the data and provide feedback on a recommendation to adjust the 2018 absentee voting schedule for the satellite locations only. The proposed change would remove the first two Saturdays, and replace them with the four weekdays, Tuesday-Friday, that follow Monday, Columbus Day. This would allow for continuous voting at the satellite locations after Monday, Columbus Day.

Under New Business, Ms. Hanley moved that a sample ballot with election information be sent to all active voters for the 2017 November election. The motion passed by a vote of 3-0.

Under Public Comments, FCRC asked if pre-processing of absentee ballots for the August 29 Special Election will be scheduled. Mr. Sasnett responded that pre-processing will probably not be needed, but if a decision is made to utilize pre-processing, timely notice will be given.

The canvass of the August 29 Special Election will be Wednesday, August 30, 2017, at 9:00 a.m. in Conference Rooms 2 and 3. The provisional ballot meeting will begin on Wednesday, August 30, 2017, at 12:00 noon.

Mr. Hunt moved that the Board enter into a Closed Session to discuss specific personnel matters, as permitted by Va. Code § 2.2-3711(A)(1).

Without objection, and by a vote of 3-0, the Board entered into Closed Session at 5:35 p.m.

At 6:27 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, Mr. Stark made a motion to adjourn. The motion carried, and without objection, the meeting was adjourned at 6:28 p.m.

Attachments

Stephen M. Hunt, Chairman

Seth T. Stark, Vice Chairman

Katherine K. Hanley, Secretary

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