

MINUTES
Fairfax County Electoral Board
May 13, 2024

The Fairfax County Electoral Board (Board) met on Monday, May 13, 2024, in Conference Room 315 at the Fairfax County Government Center located at 12000 Government Center Parkway, Fairfax. Chairman Hon. Katherine K. Hanley; Vice Chairman Jeffrey K. Shapiro; Secretary Amb. (ret.) Christopher P. Henzel; 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 Ardalani; Deputy Registrar for Absentee Voting Sean Stewart; Deputy Registrar for Voter Satellite Offices Florence Brown; Training and Operations Manager Sean Rogers; Election Officer Manager Gretchen Coleman; Communications Manager Sarah Prowitt; Supply Manager Kay Garrison; Todd Strelow and Bill Turley (Office of Elections (Office) staff); Christine Brim (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Patricia O'Brien (member FCRC); Gregory Brandon (Fairfax County Democratic Committee (FCDC) Central Communications); and Laurie Moore (resident of Fairfax County) also attended the meeting in person.

The following individuals participated using the Zoom videoconferencing platform: FOIA Coordinator Pat Ferguson, Financial Specialist Teresa Maza; Office staff and/or rovers Nazila Arefi, Ann Hines, Lisa Hogle, Alejandra Malanowski, Kathryn Martin, Jerald Taylor, and Fily Vilasanta; Andi Bayer (FCRC Election Integrity Task Force); Carol Allen and Stephen Spitz (members FCDC); and Arina van Breda (Director, Voter Registration and Voter Information LWV - Fairfax).

Ms. Hanley called the meeting to order at 4:00 p.m. and introduced the Board. Mr. Henzel moved approval of the agenda, and the motion passed by a vote of 3-0.

Mr. Henzel moved to adopt the Draft Minutes of the Board meeting held on April 18, 2024. By a vote of 3-0, the Minutes of the Board meeting held on April 18, 2024, were adopted.

Mr. Henzel made a motion to appoint 70 election officers (EO) (30 Democrats, 15 Republicans, and 25 Unaffiliated) for a term ending February 28, 2025. Mr. Shapiro asked if those listed as XXX Out of County can serve in Fairfax County. Ms. Hanley responded that as long as they are registered voters in Virginia, they can serve in Fairfax County. The motion passed by a vote of 3-0. Mr. Henzel inquired about the recruitment effort and its progress toward partisan balance. Ms. Coleman responded that the recruitment effort will continue until the end of the month. Updated wording for the WMAL public service announcement has been approved. It will begin airing this week. Ms. Hanley reported that she provided the County Executive with a copy of the letter the EO recruitment team sends to Fairfax County retirees who apply to serve as EOs (attached and made a part of this record) because their service as EOs reinstates them as active county employees and may possibly affect their retirement benefits.

Under the General Registrar’s (GR) report dated May 9, 2024 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the last Electoral Board meeting:

Voter Registration

Registered Voters	As of May 8, 2024	Change from 4/15
Active registered voters	735,354	+2,028
Inactive registered voters	64,761	-358
TOTAL	800,115	+1,670

Registration Transactions	April 1 - April 30, 2024	Year-to-Date 2024 (1/1 to 4/30)
DMV online voter registration transactions	18,483	64,245
Web voter registration transactions	1,131	7,940
Third-party voter transactions	260	3,013
Other voter registration transactions	1,458	5,418
TOTAL	21,332	80,616

Voter Cancellations	April 1 - April 30, 2024	Year-to-Date 2024 (1/1 to 4/30)
Deceased	305	1,642
Out-of-state	223	1,004
Other	77	259
TOTAL	605	2,905

Breakdown of DMV Transactions	April 1 - April 30, 2024
Change of Address	2,948
New Registrant	2,736
Transferred In	1,248
Administrative Duplicate Match	4,847
Name and Address Change	268
Other (Includes voters who moved out of Fairfax County, moved out of the state, were reactivated, or identified themselves as non-citizens)	6,436
Total DMV Transactions	18,483

Mr. Shapiro asked if any additional information is required on the voter registration application to affirm citizenship other than by checking the Yes box for that question. Mr. Spicer confirmed that when a new voter registration application is processed, and the registrant checks the box that affirms their citizenship, there is no additional verification required.

Mr. Shapiro asked if any of the 4,847 shown as Administrative Duplicate Matches are reflected in the 2,736 New Registrants. Ms. Ardalan explained that these are two separate categories with no crossover. Mr. Henzel commented that most people register to vote through the DMV with only a small number of paper voter registration applications, primarily received by third-party registration groups (i.e., LWV) and naturalization ceremonies. To make the voter registration numbers easier to follow and understand, Ms. Ardalan will create a chart explaining what types of transactions are included in each category. This information will be sent to the Board members prior to the next meeting.

The Attorney General approved the relocation of the polling place for Clifton Town precinct from the Clifton Presbyterian Church to the Wayne H. Nickum Town Hall, effective for the June primary elections. A mailer will be prepared and sent to all affected voters. This information has also been posted to the Office's website.

As required by law, on May 3, the first batch of absentee ballots for the June 2024 Republican and Democratic primary elections was mailed out. As of May 8, 8,429 absentee ballot applications were approved for the June 2024 Republican primary election. This includes 8,061 permanent applications, 263 applications from overseas and military voters, and 105 one-time applications. As of May 8, 27,338 absentee ballot applications were approved for the June 2024 Democratic primary election. This includes 26,591 permanent applications, 545 applications from overseas and military voters, and 201 one-time applications.

Early voting for the June 2024 Republican and Democratic primary elections began on Friday, May 3 at the Fairfax County Government Center (8:00 a.m. to 4:30 p.m. on weekdays), Mount Vernon Governmental Center (1:00 p.m. to 7:00 p.m. on weekdays), and North County Governmental Center (1:00 p.m. to 7:00 p.m. on weekdays). In addition to the weekday schedule, these locations will also be open from 9:00 a.m. to 5:00 p.m. on Saturday, June 8, and Saturday, June 15. An additional 13 early voting locations will open on Saturday, June 8, and remain open until Saturday June 15. Early voting location hours vary on Saturdays from weekdays and are not open on Sundays. Election officer assignments for early voting locations have been completed. All Chief EOs represent the Republican party, and all Assistant Chief EOs represent the Democratic party.

Upcoming in-person training opportunities for officers include new EO classes, Same Day Registration Workshops, and Chief Workshops. An SDR briefing will be conducted on Tuesday, May 14, for Chiefs, Assistant Chiefs, and SDR Specialists to cover updates and procedures for the same day registration process. On Thursday, June 6, the mandatory Chiefs Briefing will cover procedural and legal updates for the election.

The following is the status of the Logic and Accuracy Testing for the June primary elections:

- Early Voting Locations (DS200's & EVs): Completed on April 24.

- Early Voting pollbook testing: Completed.
- Ballot on Demand (BOD) equipment for three 45-day early voting locations: Completed. Testing on the BOD equipment for the additional 13 early voting locations will be conducted on May 20.
- Precinct Locations (DS200's & EVs): Testing began on May 7 and will continue until all equipment has been tested.
(Morrissette Operations Center, 8600-UA Morrissette Drive, Springfield, VA 22152)
- DS850s: May 22, beginning at 9:00 am
(Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA 22035)
- Poll Pads for Election Day: June 16, beginning at 9:00 am
(Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA, 22035, Suite 251)

Approximately fifteen machines experienced functional failures, however, backups were available, and the issues with the failed machines will be addressed and solved. Mr. Shapiro asked if any of the problems involved logic and accuracy. Mr. Spicer responded that the breakdowns involved the functionality of the machines.

Staff attended naturalization ceremonies hosted by the Department of Homeland Security, U.S. Citizenship and Immigration Services on April 20 and April 26.

Key dates for the June party primaries:

May 3	First day of absentee voting
May 28	Voter Registration books close
May 29	First day of Same Day Registration (At early voting locations and the General Registrar's office)
June 7	Last day to apply to vote by mail by 5 pm
June 8	Start of absentee voting for 13 additional early voting locations
June 15	Final day for absentee voting for 16 early voting locations
June 18	Primaries Day
June 19	Canvass
June 23	Provisional Ballots – Electoral Board Adjudication, Processing, and Counting
June 23	CAP Canvass
June 25	Certification Deadline

Under the Chairman's report, Ms. Hanley expressed her sadness on the recent passing of Keith Damon. Mr. Damon worked for many years with the Office of Elections and several of its Electoral Boards. Ms. Hanley noted, "He was diligent in his pursuit of accuracy and helped us get there. He will be missed in the community." Mr. Henzel and Mr. Shapiro joined in expressing their condolences.

There was no New Business,

Under Public Comments, Ms. Hanley reminded the public that comments are limited to three minutes. The Board may provide the information; however, if more research is required, the Board may defer an answer. The Board may also request a written submission of the comment or inquiry.

Mr. Brandon pointed out that the Loudoun County Office of Elections provides an elections dashboard and suggested Fairfax County might consider providing something similar. Ms. Hanley remarked that the website is undergoing continuous improvements.

Ms. Moore asked if the General Registrar receives any legal presence codes or documents from either the DMV or ELECT when an individual registers to vote. Ms. Ardalan responded that ELECT sends a list of individuals who attempted to register to vote with DMV but did not appropriately mark the citizenship question. A confirmation letter is sent, and if a response is not received within two weeks, the registration is cancelled. No additional determination with respect to citizenship is made by the General Registrar or the Electoral Board. Neither ELECT nor the DMV provide legal presence codes to the Office.

Ms. Bayer asked if someone registers to vote through ELECT's Citizen Portal, would it connect them to the DMV's website? Ms. Ardalan answered that using the Citizen Portal does not direct the voter to the DMV and therefore, would not be considered a DMV registration. Registration through the Citizen Portal is counted as a web voter registration transaction. Ms. Bayer clarified with Ms. Ardalan that Other Voter Registration Transactions include other state agencies and naturalization ceremony registrations. Ms. Bayer asked if new EOs could complete their paperwork the same day as they attend training. Mr. Udeshi responded that this process was followed in the past, however, people showed up without the proper paperwork, they arrived late for the class, etc. Offering two separate visits allows applicants to complete their paperwork as soon as possible, and then they can schedule a convenient time for training. For the last several years, this process has worked well, however, staff may consider combining the two trips into one starting in the fall or early next year.

Once created, Ms. Brim requested a copy of the chart explaining voter registration transaction categories and asked that it be included in next month's General Registrar's report. Ms. Hanley confirmed that the chart will be available for the next meeting.

Ms. Hanley moved that the Board enter a Closed Session to discuss 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). The motion passed 3-0, and the Board entered a Closed Session at 4:32 p.m.

At 4:53 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 Henzel then called the roll for the vote on the above statement:

Voting Yes:	Chairman Hanley
	Vice Chairman Shapiro
	Secretary Henzel

Mr. Henzel moved that the Board reviewed and accepted the 2024 security plan and directed staff to submit it to ELECT. The motion passed by a vote of 3-0. Ms. Hanley also reported that Fairfax County is in 100% compliance with the Localities Election Security Survey (LESS) requirements.

The next Electoral Board meeting will be on Monday, June 10, 2024, at 12:00 p.m.

Mr. Henzel moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 5:00 p.m.

Attachments

Hon. Katherine K. Hanley, Chairman

Jeffrey K. Shapiro, Vice Chairman

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

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