

MINUTES
Fairfax County Electoral Board
September 19, 2016

The Fairfax County Electoral Board (Board) met on Monday, September 19, 2016, at 4:00 p.m. in Conference Room 315 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 representing the Fairfax County Republican Committee (FCRC); Jim Lyle and Daniel Feng, members of FCRC; Stephen Spitz, member of FCDC; and Maggi Luca representing the Fairfax League of Women Voters (LWV) also were in attendance. Various Office of Elections (Office) staff members also attended the Electoral Board meeting.

Mr. Hunt called the meeting to order at 4:12 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley. Mr. Hunt called for a motion to approve the September 19, 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 August 23, 2016 Electoral Board meeting. Ms. Hanley moved for approval, and by a vote of 3-0, the August 23, 2016 Minutes were adopted.

Mr. Hunt asked for a motion to appoint 789 election officers (419 Democrats, 69 Independents, and 301 Republicans) for a term ending February 28, 2018. Ms. Hanley moved to adopt and by a vote of 3-0, the Board appointed 789 (419 Democrats, 69 Independents, and 301 Republicans) individuals to serve as election officers for a term ending February 28, 2018. Ms. Hanley thanked the parties for the prompt return of the approval lists. The current method of sending lists to the parties for approval will continue until PollChief is ready to launch the party's access portal.

Mr. Sasnett presented the General Registrar's report (see attached September 15, 2016 Registrar's Report and Attachments.)

Under Election Administration, the ballot order was placed on September 11, 2016 and the first shipment of 19,000 folded absentee ballots should be delivered September 20, 2016.

The PollChief system went live on September 8, 2016. A memorandum of agreement and training for the local political committees is in progress and should be completed to allow the parties access to approve their election officers by October 1, 2016.

The election officer recruitment open house events on October 3 and 7, 2016 will be cancelled as recruitment has exceeded expectations at this point in the election timeline. These events will be rescheduled in the late spring or early summer of 2017.

Under General Administrative and November Election Planning Update, the voter (registered, active and with a Virginia mailing address) mailer has been prepared, proofed by the Office and the Office of Public Affairs, and sent to printing services. The mailer will include specific precinct information, sample ballot, absentee voting information, and photo ID requirements.

All candidates for the Herndon Town Election filed timely activity reports on September 15, 2016, except for Roland Taylor. A notice will be sent to him on September 19, 2016.

Mr. Stark asked about the confusion among some of the Town of Herndon residents regarding their voting location for the Town of Herndon election. Mr. Sasnett responded that the issue is with the Department of Elections (ELECT) voter information portal. It still shows one polling location for the Town of Herndon election. Since the Town of Herndon ballot will be on the General and Special Elections ballot, this is accurate for one-third of Herndon voters but incorrect for the other two-thirds. Because no changes can be made to any polling locations within sixty days preceding a general election [as required by Va. Code § 24.2-306], Mr. Sasnett explained that the voter mailer will specify where each Herndon resident will cast their town ballot. Additionally, a sign will be posted at the Herndon Community Center with this instruction.

Under Election Officer Training and Staff, Ms. Hanley updated the assignment totals to include 236 Chief Election Officers, 238 Assistant Chief Officers, 78 Technical/Procedural Specialist (TPS), and 2387 Election Officers for a total of 2387 assignments.

FCRC asked if statistics could be included in the Registrar's report for removal due to non-citizen status. FCRC also asked if there is follow-up on non-citizens who are removed from the rolls to determine if they ever voted. Mr. Hunt commented that the issue would be taken under advisement, however, in the past, action taken by the Commonwealth's Attorney in such cases is very low. Mr. Sasnett will provide those cancellation statistics on future reports.

There was no Chairman's report.

Under the Vice Chairman's report, Mr. Stark reported that the Board and Mr. Sasnett participated in a media briefing earlier in the day, including Channel 4, WTOP, Channel 7, and the Washington Post. The voting system, including the PollPads, was demonstrated. Mr. Stark commented that it was a good opportunity to provide information to the public that the upcoming election will be "clean and open."

Under the Secretary's report, Ms. Hanley thanked Lisa Connors for organizing the media briefing. She asked Mr. Sasnett about the arrangements for election night reporting.

Mr. Sasnett explained that the logistics will be similar to those for the March 1 Presidential Primary. Tech Command will be staged in the AEOC (Alternate Emergency Operations Center), main operations will remain in Suite 323 with 16 extra work stations being manned in Suite 427. Other than Monument precinct in Conference Rooms 2 and 3, Central Absentee Precinct will utilize the remainder of the Conference Center. Conference Room 315 will be configured for provisional ballot processing and research. Ms. Newsome requested that call-taking and data entry of election night reporting be conducted in Suite 323. The Board agreed that election night reporting should be located in Suite 323.

Ms. Hanley inquired about the status of the proclamation regarding Voter Registration Week. Mr. Sasnett explained that the proclamation would be announced at the Board of Supervisors meeting on September 20, 2016. Within the week, each day will carry a specific outreach message; 9/26 Multi-lingual Community; 9/27 National Voter Registration Day; 9/28 Voting Resources for Older Adults and People with Disabilities; 9/29 Absentee Voting; 9/30 Election Officer Recruitment. On October 4, the Office will host a regional round-table for people with disabilities to discuss opportunities and resources available to ensure that they have equal access to vote on Election Day. Participants will include the Fairfax Area Disability Services Board and the ENDependence Center of Northern Virginia.

Under Old Business, Mr. Sasnett explained that the guidelines for the technical/procedural specialist no longer include technical requirements because the technology to perform these functions are not yet available. FCRC commented that lacking the technical piece is less than ideal, but with the election less than sixty days away, accepted the revisions. Mr. Hunt agreed and Mr. Sasnett added that the position can be revised once the technical capabilities are in place to support it.

Mr. Stark moved that the Board accept the outline of the technical/procedural specialist as set forth in the memorandum from Cameron Sasnett to the Board revised September 9, 2016 (attached and made a part of this record). The motion passed by a vote of 3-0.

Under New Business, Ms. Hanley asked the Board to approve the date after which approved election officers could be assigned without respect to party affiliation. She moved that the date be set as Friday, October 21, 2016. The motion passed by a vote of 3-0.

Due to the deficit of approximately 80 election officers in the Central Absentee Precinct (CAP), Mr. Sasnett asked the Board to consider a one-time bonus of \$50 for the early shift and \$75 for the later shift. This will raise the base rate for these shifts from \$87.50 to \$137.50 and \$162.50, respectively. After discussion, Mr. Stark moved that the Board approve a one-time bonus pay incentive in the amounts of \$50 for the morning election officers and \$75 for the evening election officers. The motion passed by a vote of 3-0.

Under Public Comments, FCRC requested an emergency phone list of key Office staff for use on Election Day. Additionally, FCRC requested an up-to-date list of assigned Chief and Assistant Chief election officers. As soon as it is available, FCRC requested the list of assigned election officers. Ms. Hanley responded that the assignment list would be released

as soon as the confirmation letters are sent out. This is expected to occur within the next ten days. Mr. Feng asked if election officers could arrange to serve a split shift with a partner as long as both are registered Virginia voters. Ms. Flaig responded that this type of assignment is acceptable and to contact the Office with these requests.

Mr. Spitz expressed concern about the availability of the accessible machines and rovers to service them quickly in order to prevent longer lines. Ms. Hanley responded that all available machines would be deployed. Since the County no longer uses a dual-voting system, and now offers a printed ballot, voters can use clipboards to mark their ballots. Mr. Hunt added that extra rovers have been assigned. Mr. Spitz asked if the printed ballots would be counted prior to Election Day. Mr. Hunt responded that the Board would rely on the number of ballots verified by the printer. On Election Day, every precinct counts the printed ballots prior to them being offered to the voters.

The pre-election Electoral Board meeting will take place on Tuesday, October 25, 2016, 4:00 p.m.

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); and protocols for maintaining public security and risk assessments of specific local electoral procedures, where discussion of such matters in open meeting would compromise the safety of any government facility or persons using such facility, 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 4:56 p.m.

At 5:03 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

Ms. Hanley moved that retroactive to July 1, the General Registrar’s compensation be raised to 2% to match that of other directors who report to the County Executive. The motion passed by a vote of 3-0.

There being no further business, Ms. Hanley made a motion to adjourn. The motion carried, and without objection, the meeting was adjourned at 5:04 p.m.

Attachments

Stephen M. Hunt, Chairman

Seth T. Stark, Vice Chairman

Katherine K. Hanley, Secretary

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