

MINUTES
Fairfax County Electoral Board
June 8, 2017

The Fairfax County Electoral Board (Board) met on Thursday, June 8, 2017, 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, Deputy Registrar Gary Scott, Election Manager Judy Flaig, Chief Information Officer Lisa Connors, IT Director Erica Newsome, Assistant County Attorney Patricia McCay, and Executive Assistant Patty Reilly were present. Keith Damon representing the Fairfax County Republican Committee (FCRC); Donna Rostant representing the Fairfax County Democratic Committee (FCDC); Therese Martin representing the Fairfax League of Women Voters (LWV); Jim Lyle, Member of FCRC, 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 4:30 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley.

Mr. Hunt called for a motion to approve the June 8, 2017 meeting agenda. Ms. Hanley moved to approve the agenda, with an additional exemption added to the reasons for the Closed Session, and by a vote of 3-0, the agenda was adopted.

Mr. Hunt called for a motion to appoint 75 election officers (35 Democrats, 25 Independents, and 15 Republicans) for a term ending February 28, 2018. Ms. Hanley moved to adopt and by a vote of 3-0, the Board appointed 75 (35 Democrats, 25 Independents, and 15 Republicans) individuals to serve as election officers for a term ending February 28, 2018. Ms. Hanley noted that 11 additional Independents were added since the first appointment list was distributed. The reporting functions of the new election officer management system, PollChief, are still being refined.

Mr. Hunt called for a motion to approve the Draft Minutes from the April 20, 2017, the May 3, 2017, and the May 16, 2017, Electoral Board meetings. Ms. Hanley moved for approval, and by a vote of 3-0, the April 20, 2017, the May 3, 2017, and the May 16, 2017, Minutes were adopted.

Mr. Sasnett presented the General Registrar's (GR) report (see attached June 1, 2017 GR Report).

Under Voter Registration Statistics, Mr. Sasnett provided updated statistics through June 7, 2017. In the Democratic primary, 1,187 have voted in-person with 1,131 returning ballots by mail. In the Republican primary, 462 have voted in-person with 445 returning ballots by mail.

Under Accountability and Standards, interviews will be scheduled after June 23 for the Human Resources Manager position.

Under Technology and Innovations, the Election Night Results Reporting Request for Information (RFI) was released to the public on May 19 with responses due back by June 14. Work to transform Room 319 to usable office space will commence on July 1. Ms. Hanley commented that the build-out of Room 319 will mitigate the need to secure space elsewhere in the Government Center for November elections. An election envelope tracking database will be tested during the June 13 primaries. All of the voter registration alpha cards have been removed from the office and are being scanned by the vendor. The old filing cabinets will be removed.

Under Election Administration, the June 13 Election Day operational plan and layout will be similar to November 2016 without the staff assigned to work stations on the fourth floor. Election night media will be able to operate from the lobby of Suite 324. Pre-processing of absentee ballots will take place on June 7 and 8, with scanning on June 12. Notice has been sent to the candidates. A voting machine/equipment open house was held on June 3 to allow election officers to receive additional hands-on training. Because of the remaining vacancies remaining for Chiefs and Assistant Chiefs, the Notice of Intent to Use Non-Affiliated Election Officers was sent to the chairman of each political party on June 1, 2017 (a copy is attached and made a part of this record.)

Under Voter Registration, procedures are being finalized to transition printing the voter notices. Once completed, this new format will realize a significant cost savings for the office.

Under General Updates, a special election for school board member at-large will be held in August. On June 6, the Board of Supervisors (BOS) authorized a public hearing for polling place and precinct changes on July 11, 2017.

Mr. Sasnett summarize the enhancements to the PollPads, effective immediately, including,

- removal of the date of birth option from the advanced search screen.
- a notification prompt that displays when the Go Back button is selected from the confirmation screen.
- an update prompt that notifies an election officer that the voter file is outdated.
- a reformat of the Summary Report to display check-in and 'outside polls' counts by congressional, senate, and delegate boundaries.
- a reformat of the Federal Only status to display as a system prompt (similar to the inactive/absentee prompts).
- the addition of a Guided Access Passcode prompt that restricts users from exiting the application.

Red Deer Canada; Dorchester, Montgomery, and Wicomico Counties in Maryland will be visiting certain polling locations for the June primaries. The Maryland Association of Counties will be observing scanning and pre-processing on June 12 and 13. City of Fairfax will be visiting certain polling locations to observe the PollPads. The Department of Justice will be monitoring the roll-out of Vietnamese and Korean languages.

FCDC requested a copy of the June 13 election officer assignments. Ms. Thoensen asked if the RFI for election night reporting is publicly available. Mr. Sasnett responded that it can be viewed on the County's management procurement webpage.

There were no Chairman or Vice Chairman reports.

Under the Secretary's report, Ms. Hanley mentioned that until the writ ordering the special election for School Board is issued by the court, no candidate filings can be accepted. The School Board prefers August 29 for the election. LWV encouraged the office to keep track of the resources used for this "low-turnout" special election. Mr. Sasnett estimates that the special election will probably cost \$300,000.

Due to the challenges of staffing an election during the summer, and the lack of approximately 1000 approved and appointed election officers that have not yet set up a PollChief account, Ms. Hanley asked the party representatives to encourage their affiliated officers to follow-through with establishing an account.

Ms. Hanley also requested that before buses are organized to bring curbside voters to a satellite location, that the office be contacted to review the protocols for absentee in-person curbside voting. She reported that the precinct and polling place changes will go into effect prior to the August special election.

The VERIS complication of reporting the Town of Herndon voters' precinct information in VERIS has been remedied.

Mr. Sasnett mentioned that the equipment requested for the Republican "fire house" primary on June 10, at South County Elementary School, has been tested, the Memorandum of Understanding has been signed, and the ballots have been printed. Henry Rackowski and Chris Doherty will be the support staff.

Based on certain historical comparisons, Ms. Hanley advised paying close attention to the turn-out on Saturday, June 10, and if it is especially high, recommended printing more ballots, especially in the 42nd and the 67th Delegate races.

Under Old Business, the Board deferred making a decision on updating the voting equipment usage policy but encouraged discussion from the parties. FCRC expressed concern on the requirement restricting use 30 days before or after a June or a November election. FCRC pointed out that the policy should also address special elections which have at times in the past been set less than 30 days apart. FCRC objects to the high costs listed in the fee schedule. Ms. Hanley commented that as a government agency, the fee schedule should only allow for recovering the cost of providing equipment and adequate support staff. FCDC agrees that some of the costs are excessive. Mr. Farrell observed that a maximum of 10 DS200 machines and 20 electronic pollbooks may not be adequate if a firehouse primary is held in two different locations. Mr. Sasnett suggested that a separate meeting with each of the parties be held to address specific concerns.

There was no New Business.

There were no Public Comments.

The next Board meeting will be Wednesday, June 13, 2017 at 9:00 a.m., Conference Rooms 2 and 3, to canvass the returns and ascertain the results of the June primaries. The provisional ballot meeting is scheduled for June 13, 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); to discuss protocols for maintaining public security and risk assessments of specific local electoral procedures, as permitted by Va. Code § 24.2-3711(A)(19); and to consult with legal counsel on specific legal matters requiring the provision of legal advice by such counsel relating to disclosure of information under the National Voter Registration Act, as permitted by Va. Code § 2.2-3711(A)(7). Without objection, and by a vote of 3-0, the Board entered into Closed Session at 5:37 p.m.

At 6:01 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 6:02 p.m.

Attachments

Stephen M. Hunt, Chairman

Seth T. Stark, Vice Chairman

Katherine K. Hanley, Secretary