

MINUTES
Fairfax County Electoral Board
February 16, 2017

The Fairfax County Electoral Board (Board) met on Thursday, February 16, 2017, 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, Deputy Registrar Gary Scott, Election Manager Judy Flaig, Chief Information Officer Lisa Connors, and Clerk to the Board Beth Dixon Methfessel were present. Keith Damon representing the Fairfax County Republican Committee (FCRC); John Farrell representing the Fairfax County Democratic Committee (FCDC); Maggi Luca representing the Fairfax League of Women Voters (LWV); and Jim Lyle, Member of FCRC also were in attendance. Jean Thoensen, Fairfax County resident, also attended the Electoral Board meeting.

Mr. Hunt called the meeting to order at 4:00 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley.

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 for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, 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 4:01 p.m.

At 5:52 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
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Mr. Hunt called for a motion to approve the February 16, 2017 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 January 12, 2017 Electoral Board meeting. Ms. Hanley moved for approval, with a correction by Mr. Hunt to reflect that a Vice Chairman's report was given (pg. 3) and a correction by Mr. Farrell that replaces the phrase "but did not have the space to include" with "but failed to include" (pg 7). Without further correction and by a vote of 3-0, the January 12, 2017 Minutes were adopted.

Mr. Hunt announced that the format of the meeting will be changed. Comments will be held until the end of each agenda item. Questions for the General Registrar will be directed to the Board. Serious questions about a particular issue will be handled outside of the meeting. FCRC objected to not being permitted to directly query the Registrar. FCDC commented that the Board traditionally permits comments before voting and the Board confirmed that feedback will be permitted prior to a vote on Board actions.

Mr. Sasnett presented the General Registrar's report (see attached February 15, 2017 Registrar's Report).

Under Voter Registration Statistics, Mr. Sasnett reported that the Department of Elections (ELECT) has implemented a duplicate clean-up tool for electronically submitted voter registration applications. If a 100% match is found, the duplicate application(s) is(are) processed and rolled into one application.

Under Accountability and Standards, the third quarter budget adjustment of \$200,000 was approved by Department of Management and Budget (DMB). The FY18 budget for the Office has been advertised at \$3,987,627. Mr. Stark asked if this budget is adequate. Mr. Sasnett responded that if necessary, adjustments can be requested. A couple of cost savings programs can be implemented as well. Mr. Sasnett reported that Autumn Hawley has resigned as Deputy Director and accepted a position as the Human Resources Manager for the Department of Family Services.

Under Technology and Innovations, because the County already hold contracts with two scanning vendors, the Request for Proposal (RFP) for the scanning project is now a Statement of Work (SOW). Department of Information Technology (DIT) will assist the Office with the negotiation. Mr. Sasnett will provide a copy of the RFP for election night reporting to the Board before it becomes public. Both FCDC and FCRC have signed the Memorandum of Understanding (MOU) to allow access to PollChief. FCDC will be trained on February 22. The training date for FCRC has not yet been determined. The Voting Security Plan is due to ELECT at the end of June. Before submission, Ms. Hanley would like to review the plan.

Under Election Administration, Mr. Sasnett commended Kay Garrison, Supply Manager, and her team for competency and efficiency organizing the supplies and materials required for each election. Supplies have been ordered from ELECT for the May and June elections. The Vienna Town Election will be run through PollChief, the Office's new election officer management system.

Under Voter Registration, in early to mid-March, approximately 20,000 inactive voters will be cancelled in accordance with the National Voting Rights Act (NVRA). The Outreach and Language team is developing the Section 203 implementation plan for Vietnamese, and possibly Korean. Mr. Sasnett provided an update to the Department of Justice (DOJ) earlier in the week and DOJ expressed confidence in a June primary roll-out. Mr. Sasnett explained that the County is changing vendors for website development and the Office is scheduled within the next month to convert to the new format. Although the County relies on Google Translate, the Office stands up a completely separate Spanish website, and this will be considered for Vietnamese once the new web format is completely integrated. Mr. Hunt commented that he would prefer the Office not rely on Google Translate.

Ms. Hanley asked Mr. Sasnett to explain the process for cancelling deceased and non-citizens from the voter rolls. He responded that ELECT maintains an information exchange program with the Department of Health and forwards death notices to the localities. Similarly, the Department of Motor Vehicles (DMV), through the Systematic Alien Verification for Entitlements (SAVE) program, identifies non-citizens who are then flagged for cancellation in accordance with the state's policies.

Under General Updates, the Huntington Community Center has closed due to fire damage. Ourisman Chevrolet of Alexandria has been identified as an alternate temporary polling location. The General Manager of Ourisman Chevrolet Alexandria has approved the Office's request to temporarily relocate Grosvenor precinct to the showroom. Additionally, 50% Grosvenor voters live in Riverside Apartments, which is within walking distance to the dealership.

Mr. Sasnett responded to a request for information from the last Board meeting regarding the expense of changing the software to "allow only certain candidates within a multi-candidate race to be counted." He reported that the cost would fall between \$85-\$100,000 (\$45,000 for development, \$25,000 for federal certification, \$10,000 for state certification, and \$10,000 for transportation costs) over a 6-8 month time period.

Mr. Sasnett summarized the status of some of the bills in the General Assembly that crossed over between the House and the Senate.

- HB 1428 requires photo ID with an application for absentee ballot.
- HB 1912 provides that persons granted protective orders are eligible to vote absentee.
- HB 2343 requires ELECT to provide registrars with interstate crosscheck data indicating voters registered in more than one state.
- HB 2415 provides a methodology for ballot order.
- SB 1254 requires ELECT to coordinate a post-election risk-limiting audit of voting machines in randomly selected localities.
- SB 1302 adjusts the threshold that triggers write-in certifications.
- SB 1467 provides that in localities with a central absentee precinct, absentee ballots that must be hand counted may begin at 3 PM. The bill includes procedures and prohibitions to preserve ballot secrecy.

- SB 1581 requires verification of voter registration applicant's social security number as a prerequisite to voter registration.

Considering the impact of the 42,757 year-to-date voter registration transactions, Mr. Hunt asked if every DMV transaction automatically triggers a voter registration transaction. Mr. Sasnett responded that he has heard complaints that completing a DMV transaction without automatic voter registration is challenging. Mr. Sasnett added that he requested a meeting with DMV's Chief Information Officer to review the procedure and understand the process of a DMV transaction. The DMV responded that they would prefer ELECT arrange a presentation during the annual training in July. Ms. Hanley noted that despite the large numbers of transactions reported in 2016, only 51,000 new voters were added to the rolls last year.

Mr. Sasnett reported that so far two candidates have qualified for the May 2 Vienna Town Election. Ms. Hanley solicited input on the ballot order for the June primaries. After discussion, the ballot order will accommodate a 25-30% turnout.

FCDC asked if the Board would consider recommending that the next software upgrade include the patch for counting only certain candidates in a multi-candidate contest.

FCRC asked if any of the individuals whose registrations were cancelled for non-citizen status had a voting record. Mr. Hunt responded that he will follow-up. FCRC requested to see a line item budget for the Office. Mr. Sasnett indicated that certain information regarding the budget is available online.

Under the Vice Chairman's report, Mr. Stark informed the Board that he was selected by the Circuit Court for a third term. He plans to take the oath next week.

Under the Secretary's report, Ms. Hanley noted that the General Registrar will send letters of confirmation to 47 individuals who indicated non-citizen status on their jury questionnaires (a copy of the letter is attached and made a part of this record). The list was received from the Clerk of the Circuit Court last October, but no action was taken because it was within 60 days of the election. The confirmation letter outlines the process for the General Registrar to "hear testimony produced for or against the right of persons named in the notice to be retained on the registration records", as specified in Va. Code § 24.2-429.

Ms. Hanley summarized the 2017 precinct and polling place changes (a copy is attached and made a part of this record).

Under the Chairman's report, Mr. Hunt reiterated his request that a warning message be added to the PollPad that will alert the election officer if a voter has not been checked in. Mr. Hunt mentioned that the Board received the FCRC letter regarding November election concerns. The Board approved the response letter (attached and made a part of this record). The letter will be forwarded to FCRC with a copy to FCDC as well. Mr. Hunt offered to discuss any of the issues and the responses with the FCRC Chairman.

There was no Old Business.

Under New Business, Temporary Relocation of Grosvenor Precinct, was covered earlier in the meeting.

Under Public Comments, Ms. Thoensen suggested that the name of #918 Centreville's polling location be changed from the Centreville Adult Education Center to Mountain View High School. She said the Adult Education Center has not operated from this location in several years.

The next Board meeting will be Tuesday, March 28, 2017 at 4:00 p.m. The Board will also convene a Closed Session on Friday, March 3, 2017 at the annual meeting in Hot Springs, VA.

There being no further business, Mr. Stark made a motion to adjourn. The motion carried, and without objection, the meeting was adjourned at 7:07 p.m.

Attachments

Stephen M. Hunt, Chairman

Seth T. Stark, Vice Chairman

Katherine K. Hanley, Secretary

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