

MINUTES  
Fairfax County Electoral Board  
April 20, 2017

The Fairfax County Electoral Board (Board) met on Thursday, April 20, 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, and Clerk to the Board Beth Dixon Methfessel were present. Donna Rostant representing the Fairfax County Democratic Committee (FCDC); Therese Martin and 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 5:41 p.m. and introduced himself, Vice Chairman Stark and Secretary Hanley.

Mr. Hunt called for a motion to approve the April 20, 2017 meeting agenda. Ms. Hanley moved to approve the agenda, and by a vote of 3-0, the agenda was adopted.

Mr. Hunt asked for a motion to appoint 36 election officers (12 Democrats, 20 Independents, and 4 Republicans) for a term ending February 28, 2018. Mr. Stark moved to adopt and by a vote of 3-0, the Board appointed 36 (12 Democrats, 20 Independents, and 4 Republicans) individuals to serve as election officers for a term ending February 28, 2018.

Mr. Sasnett presented the General Registrar's (GR) report (see attached April 18, 2017 GR Report).

Under Voter Registration Activity and Statistics, the format will now include the following categories: Registered Voter Counts; Transaction Types; Paper Based Transactions by Source; OVR/Electronic Transactions by Source; and Total Voter Registration Transactions. The statistics will continue to be reflected in three columns: Current/Year-to-Date (YTD); Previous GR Report; and Change. Of the 99,391 YTD transactions, 67,161 are categorized as Other/Uncategorized. This includes all duplicate registrations, and incomplete and/or denied applications. A total of 1,582 new voter registrations were processed since the last GR report on March 15, 2017.

Under Accountability and Standards, the Human Resource Manager position is being updated and will be posted after approval by the Department of Human Resources (DHR).

Under Technology and Innovations, the Department of Procurement and Material (DPM) is reviewing the Request for Proposal (RFP) for Election Night Reporting. Mr. Sasnett will provide the Board a copy of the RFP once it has been approved.

Fairfax County is the first locality in the country to provide translations in two Asian languages, Vietnamese and Korean, using the DS200 and ExpressVote voting machines.

The voter registration scanning project is moving forward as staff is coordinating and preparing the alpha files for processing. Approximately 15,000 non-conforming files will be hand-scanned. The project should begin May 1, 2017.

Under Election Administration, Deputy Registrar Gary Scott will conduct Chief and Assistant Chief training for the Vienna Town Election on April 27, 2017. The candidate information letter for this election should go out by Monday, April 24. Ms. Hanley followed up with a motion that a page be added to the Office of Elections' website that will provide complete and up-to-date information for candidates. A link to this information will be forwarded to each qualified candidate. The motion passed by a vote of 3-0.

For the June election, absentee voting will begin on Friday, April 28, 2017. Because the Government Center will be open on Saturday, April 29, for the last day of in-person absentee voting for the Vienna Town Election, ballots will be available for the June primaries as well. Due to the Fairfax Fair being held at the Government Center over the final weekend of in-person absentee voting for the June primaries, specifically Saturday, June 10, the Government Center will offer in-person absentee voting the previous Saturday, June 3. PrintElect will hand deliver the ballots to the warehouse in time for Logics and Accuracy (L&A) testing to begin on Tuesday, April 25. Notification of L&A testing will be sent to the local political committees on Friday, April 21. The operational plan for the June primaries will be similar to the one used in November 2016, except there will be no staffing on the fourth floor of the Government Center.

Under Voter Registration, notice to the Town of Vienna voters will be sent to inform them that the location for the May 2 Town Election will continue to be temporarily located at Vienna Presbyterian Church. The new "postcard" version of the voter notice will be used for this notification (attached and made a part of this record).

Under General Updates, the FY17 budget currently reflects a balance of 1.28M. After a third quarter adjustment of 200K, the Office expects to end fiscal year 2017 with approximately 16K.

Brenda Pree completed Virginia Registration and Election Official (VREO) training.

There was no Chairman or Vice Chairman's report.

Under the Secretary's report, Ms. Hanley acknowledged the Department of Elections' (ELECT) request that all localities conduct an annual review of the security plan for their electronic voting systems, and if there are any changes, the plan should be forwarded to ELECT by May 1, 2017. Ms. Hanley asked Mr. Sasnett about the status of the Office's annual review. Mr. Sasnett responded that the IT team is in the process of upgrading the plan to include overall security of the office, VERIS, PollChief, etc. but the plan should be ready for submission to ELECT by May 1. Ms. Hanley added that new language may need to be added to cover voting equipment usage/rental by the local political committees.

Under Old Business, Mr. Sasnett reported that the Department of Justice (DOJ) has approved the use of Google Translate, however, frequently asked questions should be offered in a standard format for all the languages the Office of Elections (Office) provides. A meeting is planned with the translation service next week. Two bilingual Vietnamese speakers have been hired to assist at the satellite voting locations. Mr. Sasnett added that the plan includes hiring a bilingual Vietnamese speaker for the Office to assist with translation. Mr. Hunt requested that all Vietnamese and Korean audio recordings be reviewed for accuracy.

The Board reviewed the list of proposed precinct and polling place changes (attached and made a part of this record) to be submitted to the Board of Supervisors in July. The Huntington Community Center (Grosvenor precinct) is expected to reopen in early June, so the request to temporarily relocate this polling location was removed from the list. The Red Cross Donation Center declined the request to become a polling place so Merrifield precinct will be divided along Gallows Road from north to south, creating a new precinct Gallows East with a polling location at the Gatehouse Administration Center. The remainder of Merrifield will continue voting at Luther Jackson Middle School. Additional changes include providing an updated address for the polling location in Chesterbrook precinct; consolidating Lorton Center with the southern portion of Belvoir and creating a new precinct, "Army", from the remaining northern portion of Belvoir; moving and correcting a boundary between Tysons and Rotonda precincts; consolidating Newgate North and Newgate South into one precinct to be called "Newgate" precinct; and moving the polling place for Fair Oaks precinct to the VDOT building. Ms. Thoensen reminded the Board of a previous request to consider changing the name of Centreville precinct to "Mountain View" to match the current name of the building which is no longer the Centreville Adult Education Center, but Mountain View High School. Ms. Hanley suggested this change be reviewed after the June primary elections. Ms. Hanley moved that the Board recommend to the Board of Supervisors to adopt the proposed precinct and polling place changes. The motion passed by a vote of 3-0.

Mr. Sasnett reviewed that on March 6, the non-citizen hopper in the Virginia Election and Registration Information System (VERIS) was populated with 102 voters identified as non-citizens through the Division of Motor Vehicles (DMV). These DMV transactions occurred between June and July 2016. Of the 102, 41 were cancelled for non-response to the Notice of Intent to Cancel (Notice), leaving 61 responding and affirming their citizenship.

On March 28, another 197 records populated the non-citizen hopper, similar in nature to the first 102 records, however, these DMV transactions occurred between September and October 2016. These 197 voters were sent the Notice, and as of April 5, 81 have affirmed their status. If no response, the remaining 116 will be cancelled on April 28. Many of the citizens who have responded to the Notice are confused because they do not recall a DMV transaction where they indicated that they were non-citizens.

Ms. Hanley commented that the letter from the Board to the State Board of Elections (SBE) approved at the last meeting was mailed on March 28. The letter included specific questions and concerns about how and why these records are being populated into the non-citizen hopper. No response has been received. Although SBE met on April 6, Mr. Sasnett reported that SBE had not seen the Board's letter, nor had they seen the letter from Prince

William County outlining similar concerns. Mr. Stark asked if another letter from the Board should be sent if no response from SBE is received within the next 30 days. Ms. Hanley asked if any additional names have been added to the non-citizen hopper. Mr. Scott responded that no names have populated since the last batch of 197 on March 28. Additionally, Ms. Hanley confirmed with Mr. Scott that this is a deviation from the normal functionality of the non-citizen hopper because over the past three years, non-citizen data has been received at least 9 out of 12 months. Mr. Sasnett pointed out that while Commissioner Cortés acknowledged a 45-60 day delay in the transmission of this data from the DMV, statute requires this information be transferred to the localities within 30 days. The Board agreed to wait until SBE's next meeting for a formal response to their first letter before sending a second inquiry. FCDC requested that after the 30-day response time provided in the Notice has passed that the names of the non-responders be provided to FCDC.

Hearings concluded for the 47 individuals identified as non-citizens by the 2013, 2014, and 2015 jury questionnaires. Of the 47, 23 affirmed their citizenship; 4 self-cancelled due to a move out of Fairfax County; 1 was ineligible to register because he declared himself a 'non-citizen' on the questionnaire; and 19 did not respond. On April 3, these 19 names were forwarded to the Fairfax County Commonwealth's Attorney.

The Board reviewed the resource allocation for the June 13, 2017 Primary Elections (attached and made a part of this record.) Ms. Flaig reported that the same number of pollbooks assigned for the November 2016 election would be used for the primaries. Because the trend over the last several years shows heavier voter turn-out in the morning, the election administration team will be piloting a new half-day assignment for the morning shift in precincts with over 3,000 voters. Additionally, using a half-day rather than a full-day officer will create a savings of 9K.

Ms. Flaig recognized the efforts of Travis Potter who, in addition to successfully programming the ExpressVote in English, Spanish, Vietnamese, and Korean, also managed to create a single, printed ballot with all four of these languages as well.

While no formula exists to predict turn-out, Ms. Flaig noted that she used the 2016 presidential primary turn-out of 20%, along with the 6-10% traditional turn-out for party primaries. This worked out to a ballot allocation of 13% of active voters per precinct for each of the two parties. All numbers are rounded *up* (emphasis added) to the nearest 100 because the ballots are wrapped in packages of 100, so some precincts will receive more than 13%. The ballot order also included .05% folded and 3% flat ballots for absentee voting. Ms. Hanley asked about the mechanism for ordering additional ballots. Ms. Flaig responded that more ballots can be ordered and sent within 24 hours and the Balotar ballots can be printed in-house. Based on past turn-out numbers, and the Democratic delegate races in the 42<sup>nd</sup> and 67<sup>th</sup> districts, Ms. Flaig isolated the precincts in the 42<sup>nd</sup> and the 67<sup>th</sup> districts on a separate ballot order allocation (attached and made a part of this record). After discussion, Mr. Stark moved that the Democratic ballot allocation be increased by 100 for each precinct in the 42<sup>nd</sup> and the 67<sup>th</sup> Delegate districts and to accept all of the other recommendations from the primary resource allocation. FCDC concurred with the motion. The motion passed by a vote of 3-0.

Mr. Hunt recognized that the St. Albans precinct, split between two congressional districts, uses separate scanners, but no back-up was allocated. A back-up scanner will be added to each split of the St. Alban's precinct.

Jean Thoensen expressed concern that 5 election officers is not a sufficient number to set-up a precinct in one hour nor does it provide an adequate number to cover all of the necessary election functions throughout the day without giving the Chief and/or Assistant Chief a specific assignment. The Board recommends sending at least two election officers for curbside voting. After discussion, Mr. Stark moved to amend his previous motion approving the resource allocation to add an additional full-day election officer to each precinct for the June 13, 2017 primary elections. The motion passed by a vote of 3-0. LWV and FCDC supported the motion.

Under New Business, the following will be satellite voting hours for the June primary elections:

Fairfax County Government Center Conference Rooms 2 and 3

April 28 – June 9

Mondays, Tuesdays, Wednesday, Fridays: 8:00 a.m. to 4:30 p.m.

Thursdays: 8:00 a.m. to 7:00 p.m.

*\*Closed for Memorial Day: Monday, May 29*

April 29, June 3, and June 10

Saturdays: 9:00 a.m. to 5:00 p.m.

Providence C.C., Franconia G.C., McLean G.C., North County G.C., West Springfield G.C., Mason G.C., Mount Vernon G.C., Sully G.C., and Lorton Library

June 10 ONLY

Saturday: 9:00 a.m. to 5:00 p.m.

FCDC suggested that all nine satellite locations be open on Saturday, June 10, however, the Board pointed out that at this late date, not all nine satellite locations can be reserved. The Board also asked that the locations, days and hours for satellite voting be very clearly advertised to avoid confusing voters that all satellite locations will follow the same hours as the Government Center.

Under Public Comment, FCDC pointed out that because school is in session, many polling locations assign space other than the gym or cafeteria for primaries, however, some of these rooms are not adequate for voting purposes. FCDC asked that the voting rooms be double-checked to ensure they provide a reasonable and adequate amount of space for voting. LWV commented that since school is in session, adequate parking should be secured as well. LWV asked if non-citizen status reports from jury questionnaires would be received on a regular basis. The Board receives other information from the jury questionnaires, but is not certain if the Board will request non-citizen status reports in the future. FCDC requested the cost of use for renting the Pollpads and the scanner for "firehouse" primaries and assemblies.

Mr. Sasnett responded that the use policy is being reviewed and updated and should be available for the May Board meeting.

The next Board meeting will be Wednesday, May 3, 2017 at 9:00 a.m. to canvass the returns for the May 2, 2017 Vienna Town Election.

There being no further business, Mr. Stark made a motion to adjourn. The motion carried, and without objection, the meeting was adjourned at 7:47 p.m.

Attachments

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Stephen M. Hunt, Chairman

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Seth T. Stark, Vice Chairman

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Katherine K. Hanley, Secretary