

MINUTES
Fairfax County Electoral Board
April 18, 2024

The Fairfax County Electoral Board (Board) met on Thursday, April 18, 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 Ardan; Deputy Registrar for Absentee Voting Sean Stewart; Training and Operations Manager Sean Rogers; Election Officer Manager Gretchen Coleman; Communications Manager Sarah Prowitt; Supply Manager Kay Garrison; Ann Hines, Todd Strelow, Claudia Stallings, Bill Turley (Office of Elections (Office) staff and/or rovers); Katie Gorka (Chairman, Fairfax County Republican Committee (FCRC)); Barbara Palmer-Tengs, and Andi Bayer (member FCRC); Richard Chew (Hunter Mill District Chair - FCDC); Sandi Middleton (League of Women Voters (LWV)); Jill Mobley, Benjamin Mobley, Kyle Lake, and Sharon Wood (Fairfax County election officers and/or residents of Fairfax County).

The following individuals participated using the Zoom videoconferencing platform: Human Resources Manager Yoon Choi-Lee, Financial Specialist Teresa Maza; Office staff and/or rovers Lisa Hogle, B. Gissell Jimenez, Abigale Peters, Nazila Arefi, Gary Klinger, Alejandra Malanowski, and Jean Thoensen; Christine Brim (Fairfax County Republican Committee (FCRC) Election Integrity Task Force); Peggy Morrison (FCDC Voter Registration and Education); Carol Allen (member FCDC); Deb Wake (President, Virginia LWV); Arina van Breda (Director, Voter Registration and Voter Information LWV - Fairfax); Phyllisa Goldenberg, Mark Beale and Mark Lenz (Fairfax County election officers and/or residents of Fairfax County or neighboring jurisdictions).

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 February 29, 2024, and March 6, 2024. By a vote of 3-0, the Minutes of the Board meeting held on February 29, 2024, and March 6, 2024, were adopted.

Mr. Henzel made a motion to appoint 196 election officers (EO) (89 Democrats, 37 Republicans, and 70 Unaffiliated) for a term ending February 28, 2025. Mr. Henzel asked Mr. Spicer how the effort to reach parity is progressing. Mr. Udeshi explained that for the June party primaries, there will be a dual-party primary in the 10th and 11th Congressional Districts (CD). A Republican Chief EO will be assigned along with a Democratic Assistant Chief EO. In the 8th CD (82 precincts) there will be Republican primary only. The goal in the 8th CD is to assign both a Republican Chief and Assistant Chief EO, however, at some point, based on the numbers of available and appointed Republican EOs, there will not be an adequate number for both assignment and maintenance of a reserve pool of Republican EOs. Mr. Shapiro asked if unaffiliated EOs could serve as Assistant Chief. Mr. Spicer responded that if the number of

Republican EOs falls short, a Democratic Assistant Chief EOs will be assigned. Mr. Henzel complimented the Office on their ongoing recruitment effort especially the presentation by Ms. Coleman at the Republican convention over the weekend. The motion passed by a vote of 3-0.

Under the General Registrar’s (GR) report dated April 16, 2024 (attached and made a part of this record), Mr. Spicer updated the voter registration numbers since the February Electoral Board meeting:

Voter Registration

Registered Voters	As of April 15, 2024	Change from 2/26
Active registered voters	733,326	+5,997
Inactive registered voters	65,119	-1,124
TOTAL	798,445	+4,873

Registration Transactions	February 1 - March 31, 2024	Year-to-Date 2024 (1/1 to 3/31)
DMV online voter registration transactions	30,302	45,762
Web voter registration transactions	4,829	6,809
Third-party voter transactions	2,185	2,753
Other voter registration transactions	2,709	3,960
TOTAL	40,025	59,284

Voter Cancellations	February 1 - March 31, 2024	Year-to-Date 2024 (1/1 to 3/31)
Deceased	855	1,337
Out-of-state	521	781
Other	114	182
TOTAL	1,490	2,300

Breakdown of DMV Transactions	February 1 - March 31, 2024
Change of Address	5,296
New Registrant	7,868
Transferred In	2,279
Administrative Duplicate Match	9,610

Name and/or Address Change	524
Other (Includes voters who moved out of Fairfax County, moved out of the state, were reactivated, or identified themselves as non-citizens)	4,725
Total DMV Transactions	30,302

Mr. Shapiro asked if any additional information is required on the voter registration application other than by checking the Yes box affirming citizenship. 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. Henzel questioned if the County’s human service agencies are required, like comparable federal agencies, to provide voter registration forms. Ms. Hanley also queried if the applicant returns the form or if the agency sends them in. Ms. Ardalan responded that the agency usually sends in the registration forms. Mr. Henzel asked roughly how many forms are sent in per month by agencies, and if those numbers are incorporated into the Registration Transactions. Ms. Ardalan replied that the number is low, usually one or two, and these applications are included in the Registration Transactions.

On May 21, 2024, the Office will request a public hearing on June 25, 2024, for the following proposed changes. All the proposed changes will not affect the June primary elections.

In the Mason District, the Hummer precinct (2,251 voters) will be consolidated into the Woodburn precinct (1,401 voters). Currently, the polling place for the Hummer precinct is the Fred Packard Center, 4022 Hummer Road, Annandale. Although located within the Hummer precinct, the facility is in Annandale Community Park, and is not easily accessible by foot traffic either from public transit or from the surrounding neighborhoods. The size and configuration of the building has become increasingly challenging due to the increased space requirements for the voting equipment. The polling place for the Woodburn precinct, Woodburn Elementary School, 3401 Hemlock Drive, Falls Church, is located less than ¼ mile from the northern precinct boundary of the Hummer precinct and provides accessible routes by foot and public transit (Gallows and Hemlock stop). Consolidating the Hummer precinct with the Woodburn precinct would bring the total number of voters in Woodburn Precinct to approximately 3,500, an increase that can be accommodated at Woodburn Elementary School. This consolidation will provide the current Hummer voters a location with greater overall accessibility. Additionally, as required by Virginia Code § 24.2-307, these two precincts share all the same political districts.

In the Franconia District, on December 5, 2023, due to the ongoing renovation of the Greenspring Conference Center, the Board of Supervisors authorized the relocation of the polling place for the Greenspring precinct from the Conference Center to Village Square, another building located inside the Greenspring precinct’s boundary. Those renovations are now complete, and with the Greenspring Community’s approval, the polling place will move back to the Greenspring Conference Center.

Additionally, in the Franconia District, the Office of Elections was notified that St. Mark's Episcopal Church, the polling place for 424 Huntley precinct, has changed its name to St. Martin de Porres Episcopal Church.

In Braddock District, the Fairfax County School Board voted on November 9, 2023, to change the name of the polling place for Woodson #1 and Woodson #2 precincts from W. T. Woodson High School to Carter G. Woodson High School, starting in the school year 2024-2025. All voters affected by this change will be notified no later than two weeks prior to the November 5, 2024, General Election.

In Springfield District, on November 23, 2023, Fairfax County Park Authority changed the name of the polling place for Island Pond precinct from Oak Marr Recreation Center to Oakmont Recreation Center. All voters affected by this change have already been notified through the Virginia Election and Registration Information System (VERIS).

In June 2021, the Board of Supervisors added the Gerry Hyland Governmental Center as a voter satellite office. Due to the COVID pandemic, the Office of Elections planned to offer an early voting drive-through option at this location, however, ballot security requirements prevented the use of the site for drive-through early voting. Early voting for the November 2021 General Election was relocated to the second-floor community room inside the building. The high volume of public use on the first floor of the building, the parking challenges, the accessibility of the voting room on the second floor, and the reopening of the Lorton Community Center in May 2022, contributed to the decision to discontinue the use of the building after the November 2021 General Election. There are no plans to use this location as a voter satellite location in the future, therefore, it will be removed as a voter satellite office. Ms. Hanley added that the Old Mount Vernon High School located across the street from the Gerry Hyland Governmental Center is being renovated and may be considered as a potential voter satellite office or polling place in the future.

As of April 12, 8,339 absentee ballot applications have been approved for the June 2024 Republican primary election. This includes 8,028 permanent applications, 258 applications from overseas and military voters, and 53 one-time applications. As of April 12, 27,014 absentee ballot applications have been approved for the June 2024 Democratic primary election. This includes 26,423 permanent applications, 515 applications from overseas and military voters, and 76 one-time applications. Mr. Shapiro asked if another opt-out from the permanent absentee ballot mailer list will be sent this year. Mr. Spicer indicated that there are no plans to send the opt-out this year, and Mr. Stewart added that the response to the mailer was low, roughly 1000. Mr. Shapiro asked if there would be any effort to ensure that voters' addresses are accurate and up to date. Mr. Spicer explained that the sample ballot mailer will be sent return receipt requested to 750,000 voters and any undeliverable mailers will be documented in VERIS for follow up. Ms. Jones commented that any returned unbelievable absentee ballots will also be processed in VERIS. Ms. Hanley noted that in June the Department of Elections (ELECT) will send out the NCOA (National Confirmation of Address) mailer.

As for past primary elections, early voting for the June 2024 Republican and Democratic primary elections will take place at sixteen locations, The voter satellite offices will be open on two Saturdays: June 8 and June 15. There will be no Sunday voting. Early voting will begin on

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). The remaining thirteen satellite voting locations will open on Saturday, June 8, and remain open for seven days including two Saturdays (June 8 and June 15) but not Sunday.

As of February 26, 8,963 absentee ballot applications have been approved for the March 2024 Republican Presidential Primary Election. This includes 8,010 permanent applications, 233 applications from overseas and military voters, and 720 one-time applications. To receive a ballot for primary elections, a permanent absentee voter must indicate on their application that they would like to vote in primary elections and select a party.

For this election, each precinct will receive both parties' ballots for a minimum of 30% of active registered voters. Precincts with high turnout in past primaries will receive ballots of each party's primary for a minimum of 35% of active registered voters. Precincts with the highest turnout in past primaries and precincts in the 10th Congressional District will receive ballots of each party's primary for a minimum of 40% of active registered voters.

All EOs must complete mandatory training during the 2023-2024 appointment term to be eligible to serve in this election. Numerous in-person classes leading up to the election include:

- **EO Basics** classes, mandatory for first-time election EOs. Previously, EOs completed the first part of this class online; this class is transitioning to a fully in-person class for first-time officers.
- **Chief Workshops** gives Chief EOs hands-on practice with tasks and forms they can expect to complete on Election Day.
- **SDR Workshops** gives SDR Specialists hands-on practice with the same day registration process.
- **Open Houses** are drop-in opportunities for EOs to ask questions and get hands-on practice using voting equipment and completing forms.'

Digital versions of these classes are offered for EOs to review course content on-demand any time before Election Day.

Logic and Accuracy Testing Schedule for the June primary elections:

- Early Voting Satellites (DS200's & EV's): April 23 - 25, 2024, beginning at 9:00 a.m. (Morrissette Operations Center, 8600-UA Morrissette Drive, Springfield, VA 22152)
- Precinct Locations (DS200's & EV's): May 7 - 24, 2024, beginning at 9:00 a.m. (Morrissette Operations Center, 8600-UA Morrissette Drive, Springfield, VA 22152)
- DS850s: May 21 - 22, 2024, beginning at 9:00 a.m. (Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA 22035)
- Poll Pads for Election Day: June 16, 2024, beginning at 9:00 a.m. (Fairfax County Government Center, 12000 Government Center Pkwy, Fairfax, VA, 22035, Suite 251)

As noted during previous Board meetings, the Office is in the process of replacing the current barcode inventory system with one that utilizes an RFID tracking system. Working closely with the vendor, Modus, staff will affix tags to assets during the Logic and Accuracy process for the June primary elections. The new RFID system will improve the speed and efficiency of the asset tracking process and will also provide improved reporting on individual assets and the overall chain of custody process.

Todd Strelow, who joined the Department as an EO beginning in 2012 and is currently the Assistant Manager of the Voting Equipment Division, successfully competed for the Info Tech II position in the IT Department, effective May 4.

The Communications Division has begun planning and preparing to revitalize the Outreach Program. The Outreach Program is expanding to ensure sufficient resources to provide voter registration support at naturalization events, outreach efforts at senior centers and other public and private facilities, and improved distribution of election and voter registration materials. At the same time, it has completed required responses to VFOIA requests, coordinated public relations functions including interviews and responses to media requests, and planned improvements to the website.

Under the Chairman's report, Ms. Hanley explained that the election-related legislation that would have required a significant change in process was either left in committee or vetoed by the governor. Some legislation was continued until 2025. Very little change is expected for the November election.

There was no Vice Chairman's report.

Under the Secretary's report, at the canvass Board meeting on March 6, 2024, Mr. Henzel expressed interest in a voluntary "batch" audit after the June primary elections. Mr. Spicer provided him with the ELECT guidance for audits, and upon review, a batch audit must be wholly contained within the jurisdiction. A batch audit, therefore, could not be approved for Fairfax County after the June primary elections. Mr. Henzel expressed some doubts about the ARLO software; however, ELECT uses this software to perform all audits, both voluntary and mandatory.

Under New Business, the Board acknowledged and accepted the Resource Allocations for the June primary elections (attached and made a part of this record).

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.

Ms. Mobley asked if splitting, rather than consolidating, the Hummer precinct was a consideration. Ms. Methfessel explained that it was not considered because consolidating the two precincts was a more efficient use of resources. Ms. Hanley remarked that after redistricting, Woodburn precinct was split, creating Bedford precinct. Bedford remained in

Providence District, but Hummer was moved to Mason District, thus creating an opportunity to merge two small precincts that now shared the same magisterial district.

Ms. Palmer-Tengs commended the EO training staff for providing more in-person education opportunities for the March presidential primaries. She hoped this trend of offering more hands-on training would continue. She asked if outreach for Republican EOs on WMAL radio would continue. Ms. Coleman responded that these PSAs would continue. Ms. Hanley asked if the message included all EOs or only Republican EOs. Ms. Coleman answered that the PSA was focused specifically on the recruitment of Republican EOs. Ms. Palmer-Tengs asked if those Republican EOs who worked in March expressed an interest in working in the June primaries. Mr. Udeshi remarked that at least 50 Republican Chief EOs who served in March are not available for June. Ms. Hanley added that the June primary elections present availability challenges for both Republican and Democratic EOs.

Ms. Laker explained that for the March presidential primaries she served as Chief for Monument precinct [polling place - Fairfax County Governmental Center], and many voters attempted to vote at the Fairfax County Government Center, not understanding that it was too late to vote there. Ms. Hanley answered that currently the mechanism for looking up where you vote on Election Day requires the individual to be a registered voter. Plans to include My Neighborhood on the website will assist both registered and unregistered voters in finding their correct precinct and polling place. Additionally, signs are being created that will instruct voters that on Election Day, they must vote at their registered precincts. Ms. Bayer suggested that the sample ballot mailer might list the voter satellites and note that only some will be operational as Election Day precincts. Ms. Hanley agreed that this might be helpful information to include in the sample ballot mailer. Ms. Mobley added that the early voting report provided to the Election Day precinct teams was helpful in determining if voter had already voted an absentee ballot.

Mr. Henzel moved to adjourn. The motion carried, and without objection, the meeting was adjourned at 4:45 p.m.

Attachments

Hon. Katherine K. Hanley, Chairman

Jeffrey K. Shapiro, Vice Chairman

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

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