

**MINUTES OF FALLS CHURCH ELECTORAL BOARD MEETING**  
**December 6, 2016**  
**9:00 a.m., Dogwood Training Center**

**Board Members Present:** Linda Neighborgall, Bill Wanlund and Renee Andrews

**Others Present:** David Bjerke, Director of Elections, staff; officers of election Shirley Connuck, Lelia Lee, Martha Cooper, Ellen McRae, Greg Thacker, Margarett Shovlin, Leslie Rye, Jim Evans

1. **Call to Order:** Linda Neighborgall at 9:02 am
  
2. **Public Comment:** Included in discussion of election
  
3. **Approval of Minutes:** Minutes from the meeting of November 8 were approved as presented.
  
4. **Discussion with Officers of Election about Election Management:**
  - A. All officers added vote totals by candidate and entered in Total Voting space; however this total is supposed to be the total voting including undervotes. We will change SORS so that this will be entered by EB or GR in the future.
  - B. Some groups of visitors at polling places were in addition to those authorized by EB. Chiefs need to check more carefully when visitors enter to see that they are those authorized by EB. If they are not, they should check with EB to receive authorization. Chiefs also need to be more vigilant of visitors' behavior in the polling place. A Judicial Watch observer talked to a voter being issues a provisional ballot.
  - C. Chiefs can assign another officer (not necessarily an asst. chief) to watch the visitors.
  - D. Assistant chief assignments should change during the day.
  - E. We should not assign visitors during shift change.
  - F. Officer shifts should be 1 hour long. Less is not enough time, and more gets people stale. Many officers like to have their time scheduled.
  - G. JBCs at Oakwood and Community Center need to be more angled so eSlates can be seen.
  - H. Sometimes voters need to push the buttons harder on eSlates; possibly a function of people used to a lighter touch on newer electronics.
  - I. Community Center needs bathroom signs.
  - J. Chief's and officers' refreshment tables need to be away from lines of voters.
  - K. When there is a line for the JBC, the JBC officer should print out a code so it can be handed to a voter immediately upon a booth emptying.
  - L. Just a thought----The government students who helped with the election had to write a paper about their experience. It might be interesting to see if those students had any ideas about possible improvements in the process. Linda has asked teacher Pam Mahony to share relevant student comments.

- M. Some poll book officers are not repeating voter name and address. They need to be reminded to do so.
- N. Voters were unhappy with the camera crew in the bleachers at Community Center.
- O. The more split shift officers, the more stressful the shift change.
- P. 4:30 start for the presidential was a good idea, but not necessary for smaller elections.
- Q. CAP officers need to fill out an SOR as a training exercise.
- R. Line-by-line instructions for ward and CAP SORs should be included in the training guides.
- S. It takes a long time to open the mailed ballots that are taped and stapled.
- T. CAP had trouble closing out the scanner.
- U. When multiple batches of ballots are given to CAP, there should be a subtotal for before election and during to conform to SOR entries.
- V. Gray boxes are useful in a big election with many ballots. Accordion folders or envelopes would not have been sufficient.
- W. If CAP officers have questions, they can call EB to come over to answer them.
- X. CAP officers were very appreciative of receiving ballots alphabetized by ward.
- Y. EB was very appreciative of CAP Chief Margarette Shovlin's diligence in reporting issues to us.

**5. Electoral Board Items:**

- A. Posting of minutes on City website: We are still waiting for Susan Finarelli to help Renee with difficulties posting.
- B. Legislative Program Update: After discussing the proposal to require schools to close on Election Day with education officials, it was determined that this issue is best left to local school boards to decide; therefore we will not press for legislation to require schools to close. However, we will continue to contact the school board annually to request that the November Election Day be a non-student day.
- C. We will write a thank you to election officers for the Falls Church News-Press and link it to turnout.
- D. Several people have signed up to be added to our officer of election list. Renee will be in touch with them before we meet in February to appoint officers.

**6. Director of Elections Items:**

- A. Duplicate registrations in VERIS – the system should advise registrants that there is a duplicate registration so GR hoppers are not quite so full. GREB has asked for a VERIS user group to discuss issues with VERIS.
- B. City Council has asked for a report on voter fraud for its December 12 meeting. Dave will draft and send to EB for review.

**7. Other Items:** GREB met on November 17 and will meet again December 12.

**8. Announcements:**

December 9, COG, 10:00, IFES, Arlington (Dave and Renee will attend)

January 5-6, JEOLC, Washington DC (Dave and maybe Bill will attend)

January 17, VEBA/VRAV Legislative Day, Richmond (Dave will attend)

March 3-5, VEBA Annual Meeting, The Homestead

**9. Next Meeting:**

Monday February 6, 10:30

**10. Adjournment:** 10:32 am

Respectfully submitted by:

*Renee Bergmann Andrews, Secretary*

DRAFT