

City of Richmond



CECELIA BELL DABNEY
SECRETARY

CHERLYN STARLET STEVENS
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

Meeting Minutes
December 6, 2016

“SIC ITUR AD ASTRA”
SUCH IS THE WAY OF THE STARS

The meeting was called to order by the Chair, Starlet Stevens. Other members and staff attending were Kirk Showalter, Registrar; Cecelia Dabney, Secretary; Ophelia Daniels, Vice Chair; Adriene Davis, Clerk; Jerry Ingram, Chief Technician; Norman Shelton, Technician; David Creamer, Voting Machine Technician; Jeffrey Maclin, Technician and Brian Prince, Technician.

Cecelia Dabney moved that the minutes from the September 7, 2016 and October 4, 2016 board meeting be approved.

Motion seconded by Starlet Stevens. There was no discussion. Motion accepted.

The first order of business was the discussion of the January 10, 2017 special election arrangements by Kirk Showalter. The Democratic Party nominated Jennifer McClellan as their candidate, the Libertarian Party nominated a candidate from Henrico County and the third candidate declined to file. With consent of the Board, the certification is scheduled for December 19, 2016 at 9:00 AM at the Warehouse.

TRAINING SCHEDULE - Kirk suggested that a full training schedule will not be need for this election. Kirk recommended that we conduct three (3) E-Poll classes and one (1) Voting Machine class. Split precinct classes will be mandatory. Also, an “open house” session will be available to answer questions about the Statement of Results and Paper Work.

Jerry and Kirk discussed the precincts that are having problems with E-Poll books. These precincts will be specifically contacted for the E-Poll Book classes. The discussion continued on the number of machines, lines, officers and ballots needed for the precincts and warehouse personnel needed for the January election. Three Techs will be on the street and three will remain at the warehouse. Elections Systems and Software’s technical support; Tyler Links will not work.

Cell phones for Board members will be picked up on Monday.

Assignments were made for the Electoral Board on Election Day as follows: Starlet will work for 5:00 AM until 10:00 AM; Ophelia Daniels will pick-up at 10:00 AM; Cecelia will work from 1:00 PM until 7:00 PM. All Board members will be on duty until the end of the day.

Motion was made by Starlet Stevens to accept the recommendations for the January election as presented by Kirk Showalter. Motion was seconded by Cecelia Dabney. Motion accepted.

OVERTIME PAY FOR CANVASSERS AND CAP OFFICERS – Starlet moved that the Canvassers and CAP officers will be paid the overtime. Motion seconded by Cecelia Dabney. Motion accepted.

CONTINUANCE OF ADVOCATE SOFTWARE FOR POLLBOOKS - Kirk reported that the state's contract for the use of the Advocate Software ends December 31, 2016. If we wish to continue its use, it will cost \$35.00 per poll book which is not in the budget. There are enough Poll Pads to use one for look-up devices and the others as check-in devices until the next presidential election. She recommends that we do not take up the cost of the Advocate Software.

Starlet moved that we do not take up the cost of the cost of the Advocate Software. Motion seconded by Cecelia Dabney (and unofficially, Bryant). Motion approved.

TERMS OF APPOINTMENTS FOR OFFICERS – Adriene gave the appointment schedule as every three (3) years. The period will end February 28, 2018 and will pick up March 1, 2018 until February 2021. We do not have to make appointments this year. There was a question as to new officers coming in the middle to the term. The discussion was tabled until the post- election meeting.

BUDGET DEVELOPMENT PROCESS – The budget was reduced by \$58,000.00 because of the shortfall in school funding. The budget will have to be submitted by December 16, 2016. The Board was asked if there were any expenses outside of the normal expenses that they wanted included in the budget. There were none.

OTHER BUSINESS – The General Assembly is meeting and they want to change the method of appointment of State Electoral Board members and local Electoral Board members. Some of the hotspots are felony restoration bills, absentee voting, photo ID, having DMV photos on the poll books and want to increase minimum wage to \$8.00 per hour.

The next Board meeting is scheduled for February 16, 2017 at 5:15 PM at the warehouse, located

Starlet Stevens moved that the meeting be adjourned. Motion seconded by several.

Secretary to the Electoral Board

Adriene Davis, Recorder