

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

Meeting Minutes

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The City of Richmond Electoral Board meeting was called to order by Chairman, Jim Nachman on Monday, September 18, 2017 at 5:35 PM.

In attendance was Ophelia Daniels, Vice Chair; C. Starlet Stevens, Secretary; J. Kirk Showalter, Registrar; Jerry Ingram, Acting Deputy Registrar; Adriene Davis, Executive Asst. to the Electoral Board; Norman Shelton, Chief Voting Machine Technician; David Creamer, Voting Machine Technician and Kirk Jones of the A. Phillip Randolph Institute.

APPROVAL OF MINUTES

Mr. Nachman requested that amendments be made to the wording in paragraphs under the headings of Post Election Audits, Other Business and a correction under the Closed Session heading.

Starlet Stevens moved and Ophelia Daniels seconded that the minutes be accepted as amended. Motion passed. Minutes approved as amended.

NOVEMBER 2017 ELECTION OFFICER STATUS

Ms. Davis reported that we are waiting on the status of 284 election officers. The Board was given a list of Chief Officers that had not returned the acknowledgement forms to contact. It was suggested that if the Chiefs are unresponsive, the Board members will call the Assistant Chief of the precincts to alert them to be prepared to elevate to Chiefs position. Ms. Davis explained that without this listing it will be difficult to staff precinct locations that are in need of extra workers. Applications of “first time” officers are coming in rapidly, but are slow to sign up for training.

ELECTION OFFICERS PINS FOR NOVEMBER

The pins were received earlier than expected and were shown to the Board members and were approved for distribution to Election Officers on Election Day.

UPDATE ON CHANGES TO PRECINCTS 206, 208, 214 and 908

Council adopted the ordinances to make the precinct changes on September 5, 2017 to be effective in

the November 2017 election. We have a new precinct, 214, located in VCU's Student Commons at 907 Floyd Avenue. Vernon Clement has been assigned Chief of precinct 214. 908 has been moved from the Chesterfield Square Apartments to Miles Jones Elementary School located at 200 Beaufont Hills Drive and voters will be notified of these changes by letter.

DRAFT PUBLIC COMMENT POLICY

Chesterfield School Board has two public comment periods; one at the beginning of the meeting for "action items" (items that may be on the agenda) and one at the end of the meeting for general comments. Ms. Stevens moved that the Public Comment Policy be tabled until a later time. Motion lost for lack of a second. Ophelia Daniels moved that the policy be accepted with its amendments and the statute as to how long a person is allowed to speak. The motion was seconded by Mr. Nachman. Ms. Stevens was not in favor of the motion. Motion passed 2 to 1.

2018 LEGISLATIVE PROPOSALS

It is still in the working as far as having voter registration in the high schools without having to advertise opening it up to the public. Hope to have more information in December.

BALLOT SCOUT

State has been working with Democracy Works, a non-profit organization that "comes up" with tools for the election industry. It has an application where the voters can track their absentee ballot through the post office. It will be in place for this November election.

SCHOOL BOARD VACANCY AND SPECIAL ELECTION

The School Board Seventh District Representative stepped down because of the death of her husband. Kirk has asked the School Board not to have an election in December in the event there is a recount, etc. from the November election.

PUBLIC COMMENT PERIOD

Kirk Jones, President of the Central Virginia Chapter of the A. Phillip Randolph Group. Mr. Jones presented a plan that his organization is working on to encourage the citizens to vote and to make election day a fun day. The plan is to have a voting tailgate party at select precincts on the day of election. The precincts that have been chosen are: 705 Thirty-First Street Baptist Church; 903 J. L. Francis Elementary School; 806 Hickory Hill Recreation Center; 604 Fifth Street Baptist Church; 306 Police Academy; and 703 Fourth Baptist Church. Mr. Nachman, Chair of the Electoral Board informed Mr. Jones that the Board can't take an official policy toward such an activity, but the organization can have the activity as long as the precinct guidelines of the Electoral Board are followed.

CLOSED SESSION

Ms. Stevens motioned to closed session pursuant to [Section 2.2-3711\(A\)\(19\)](#) and [Section 2.2-3705.214.B](#) of Virginia’s Freedom of Information Act.

The Board certified the closed session pursuant to [Section 2.2-3712](#) of the Code of Virginia as read by Ms. Stevens.

Ms. Stevens motioned to adopt the updated voting machine security plan for the year 2017-2018 as presented by Ms. Showalter. Ms. Daniels seconded the motion, all were in favor. Security plan passed.

FALL BUDGET DEVELOPMENT

The City’s Budgeting Department has set a five year forecast due date for September 29, 2017.

Ms. Showalter reported that a few of the major drivers of the forecast will include items such as the cost to conduct the 2020 Presidential Election, the 2021 redistricting cost and the cost of additional office space. Ms. Showalter will have to also forecast additional funding for machines, pollbooks, officers and polling places because of the rapid growth of the city.

NEXT MEETING DATE

The next Electoral Board meeting is set for December 12, 2017 at 5:30p.m.

OTHER BUSINESS

The Board extensively discussed how the blank ballots will be delivered to the precincts and the voted ballots returned to City Hall after the election.

Ms. Daniels moved that the meeting be adjourned, motion seconded by Ms. Stevens. Motion passed.

James M. Nachman
Chairman to the Electoral Board

Ophelia Daniels
Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral Board

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