

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

FEBRUARY 6, 2018 MINUTES

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The regular meeting of the Electoral Board was called to order by the Chairman, James Nachman at 5:38 PM.

### **APPROVAL OF MINUTES**

The minutes of the November 14, 2017 Provisional Ballot meeting that included additional information requested by Mr. Nachman and the December 12, 2017 meetings were approved on motion of Ms. Starlet Stevens, Secretary to the Electoral Board and accepted by all. Motion passed. The July 25, 2017 minutes were previously approved during the September 2017 meeting but presented for signatures only.

Ms. Kirk Showalter, General Registrar, requested we advance to item #6 on the agenda.

### **ELECTION OFFICER APPOINTMENTS**

Alexis Walker presented herself to give reasons why she did not work the November, 2017 election. She was diagnosed with a contagious illness the day before and provided an excuse from the doctor. She also notified the Chief Election Officer of her illness.

Ms. Jacqueline Lee, a trained election officer, appeared before the Board to prove her case for not working the 2017 election. The last election she worked was 2016 November election. She was not assigned in 2017 to work in 2017 because her Oath form was not received. Ms. Showalter recommended that Ms. Lee be reinstated.

### **PRECINCT 413 POLLING PLACE SALE – KIRK SHOWALTER**

Councilwoman Kristen Larson and liaison, Mr. Bryce Lyle informed Ms. Showalter that Southampton Baptist Church, which is Precinct 413 polling place, is being sold and is not likely that it will not be used for the June election.

Councilwoman Larson presented a list of places that could possibly be used for a polling place.

1. St Luke's Home
2. Southampton Recreation Association
3. Huguenot Community Center
4. Sabot Elementary School at Stoney Point
5. Hathaway Towers
6. Willow Oaks Country Club
7. Manchester Masonic Lodge

With the help of Councilwoman Larson, the Board gave Ms. Showalter permission to move forward, with the list of possible polling places. It was suggested, however, that top four (St. Luke's Home, Sabot School, Willow Oaks Country Club and Manchester Masonic Lodge) be given priority.

### **PROPOSED JUNE AND NOVEMBER 2018 ELECTION ARRANGEMENTS:**

- ✦ Ms. Showalter suspects only a republican primary, but is projecting resources for a democratic primary also. This cannot be confirmed until about the first week in April. Ms. Showalter is recommending one poll book for every 650 expected turn out. This has proven to be sufficient to meet the demand in the past. Ms. Showalter also is recommending that instead of one Ballot Officer to every Poll Book Officer, there should be more Ballot Officers to keep up with the Poll Book Officers and one Voting Booth for every 150 voters.
- ✦ Voting Machine certification day is scheduled for April 23 and 24, 2018; June 10, 2018 at 4:00 PM, certification of the 100 machines that were used in training; June 12<sup>th</sup> – the day of election; June 13<sup>th</sup> – Canvass day; Thursday and Friday for Provisional Ballots. The final day for provisional is at 12:00 PM Friday, June 15<sup>th</sup>. Certification for candidates who did/did not make it is scheduled for June 20<sup>th</sup>. Kirk and the Board Secretary will have that task. Appeal date to hear candidates is June 26<sup>th</sup>. State Board training is June 25<sup>th</sup> and 26<sup>th</sup>.
- ✦ Proposed training schedule will begin May 12, 2018. Mandatory training for Chiefs and Assistant Chiefs is scheduled for June 2<sup>nd</sup> and 6<sup>th</sup>. Basic training for new Chiefs and Assistant Chiefs is scheduled for May 30, 2018 and training for new Election Officers is scheduled for May 12, 2018. One change that is being made is instead of new Poll Book Officers training and refresher for Poll Book Officers, we will use “Training for Experienced E-Poll Book Officers and Inexperienced E-Poll Book Officers”.
- ✦ The standard letter will be sent to the polling places with the exception of precinct 413. Re-appointment letters will be sent to Election Officers. Letters will be sent to Chiefs, Assistant Chiefs and Absentee Officers. The standard letter to the Canvassers will include the schedule for the Mandatory Chiefs and Assistant Chiefs training which they should attend and the checklist for the Canvasser.

The Board approved absentee pre-possessing as needed.

Ms. Showalter's analysis shows that probably no New Election Officer training will be needed for November based on the probability of an excess of 67 Officers, but it will remain on the calendar. There are ample voting booths, however, seven (7) additional Voting Machines will be needed.

### **CLOSED SESSION**

Ms. Stevens motioned to hold a closed meeting to discuss the performance of employees of the Electoral Board pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia 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. Adriene Davis, Executive Assistant to the Board witnessed and recorded the signing of the certification.

Mr. Nachman announced that the Board was back in open session.

### **ELECTION OFFICER APPOINTMENT**

Ms. Showalter recommends that the two officers who appeared before the Board be removed from the “not appoint list” and placed on the “appoint list”, provided the office will receive an Oath form and that the Board will follow-up with the Chiefs and Assistant Chiefs who have not sent their Oath forms be considered for re-appointment in the March meeting; that Chiefs contact any other outstanding Officers who are eligible for re-appointment for a similar purpose. The length of term will be for three years. Ms. Stevens moved that the report be accepted. Motion seconded by Ms. Ophelia Daniels, Vice Chair to the Electoral Board. Motion passed.

### **PRECINCT 101 CHANGE PROPOSAL**

University of Richmond expressed the possibility of having a precinct on its campus, even though it may cause a traffic problem. The idea will be explored and perhaps precinct 101 can be split into two precincts.

### **PRECINCT RESIZING**

Because of the increase in voter population, the precincts are growing. To be prepared for the 2020 elections, there are approximately 15 precincts that need to be explored to see if these precincts should to be split. Precincts to be explored are 101, 114, 203, 204, 213, 214, 402, 404, 409, 504, 607, 609, 706, 707 and 708.

### **POSSIBLE OFFICE AND WAREHOUSE RELOCATION**

For the past year, Ms. Showalter has been working with the Department of Economic Development about finding some place for the move. A possibility is 1209 Admiral Street, Richmond. This is a good solution. Department of Recreation and Parks is in the building but is not quite ready to move. They will renew their lease for another five (5) years with the idea of moving in the next three (3) years which means that the building will be available in 2020-21. Parks and Recs need an office in City Hall and they want the Voter Registration office.

### **GENERAL ASSEMBLY UPDATES**

Ms. Showalter, working with the Legislative Committees presented and update of the 2018 General Assembly by way of a hand-out. She explained the Risk Limiting Audit and its process. It is statistics created by probability theory—the number of ballots drawn out of each precinct and is hand counted; if they come to a certain results then a bigger sample is pulled and counted.

### **ELECTORAL BOARD POLICY: PAY TO ATTENDING MANDATORY TRAINING.**

Ms. Showalter recommended the policy that requires officers to work the election in order to get paid for training be amended. She asked the Board to include in the policy “with the exception of the officers who have to attend mandatory training”. The Board agreed.

### **NEXT MEETING DATE**

The Board will meet Tuesday, March 13, 2018 at City Hall at 5:30 PM.

### **OTHER BUSINESS**

There was a complaint about the police officers driving Board members on election day. The person was informed by Ms. Showalter that this has been the policy for many years, however, she will take her concern to the Board. The person was inside the 40ft. perimeter, Chairman Nachman and the officer informed the person that she was in violation of the law.

Ms. Daniels thanked Ms. Showalter, Ms. Ingram, and Adriene Davis for the opportunity to learn a lot during her tenure as a member on the Board; and to Jim Nachman and Starlet Stevens, “it’s been a ride and enjoyed working with the both of you”.

**PUBLIC COMMENT PERIOD**

Joyce Smith, the new member to the Electoral Board; hopes to be an asset and to learn much during her time as a member.

Meeting adjourned.

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James M. Nachman  
Chairman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral Board