

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

Minutes
March 21, 2019

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

Call to Order

The meeting of the Electoral Board was called to order by the Vice Chair, Joyce Smith. The first item on the agenda was public comments. No one was present to speak.

Electoral Board Reorganization

The Electoral Board was reorganized leaving the officers as they were. Jim Nachman, Chairman; Joyce Smith, Vice Chair and Starlet Stevens, Secretary. The Motion to retain the officers was made by Joyce Smith and seconded by Starlet Stevens. Motion passed.

Public Comment Period for Items on the Agenda

There was no one present from the public to speak.

Approval of Minutes

The minutes of the last meeting were approved as written on motion of Starlet Stevens Secretary of the Board and seconded by Joyce Smith. Motion carried.

Affect of House of Delegates Redistricting

A new precinct list was presented by the General Registrar, Kirk Showalter, because a suit was filed, complaining that some of the House of Delegate districts were gerrymandered. The Federal Government found it to be true and ordered the General Assembly to draw new maps which were never done. The court had new maps drawn.

There was a discussion as to how the re-districting will affect the boundaries of the new plan.

June Primary Update

Only Districts 10 and 16 have called for a Primary. No other districts have called for a primary or do not have a candidate. The deadline is March 28, 2019. It is unknown at this point if there will be a Republican Primary.

Because of the change of districts, there may not be a primary in certain districts. Ms. Showalter has prepared letters to be sent to the polling places to let them know of the change and ask the Board's

approval. Ms. Stevens moved that the letters be approved and sent out. Motion seconded by Ms. Smith. Motion passed.

Update on Sworn vs. Needed Officers for June

The number of officers from Ms. Showalter's projection spread sheet are 645 ready to work June Primary, but is subject to change if primaries are not called for all precincts. There are 867 officers assigned to precincts and 193 in reserve and is subject to change up or down. Letters were sent out to see how many will be available and the response was 193.

Focus should be on 214 (University Student Commons), 215 (Arthur Ashe Center), and 504 (; these precincts are struggling for staff. Chiefs at Hermitage Methodist Home #203 & First Baptist Church #204 have been asked to help staff Arthur Ashe Center; J. B. Fisher Elementary School, precinct 409 to help staff the new precinct 415 at Christ the King Lutheran Church.

FY 19-20 Budget Submission

Ms. Showalter explained the budget and how the money is allocated. There were items that were denied by City Council. Council was somewhat receptive of the budget. Kirk presented to the Board spread sheets showing the cost of each election. The city gives Kirk a target and if there are items beyond the target, then they must be presented separately. All of the items were denied including the ballot security.

There has not been an increase in staff since 2008 and the level of work is increasing and continues to increase; an additional Technician is becoming essential; night classes and Saturdays are causing overtime to increase. Kirk will be requesting Council on these three areas.

ES&S Easy Inventory Demonstration

Tyler gave an overview of ways to increase election security by using barcodes. He discussed software for easy vote, easy inventory, and software for tracking equipment. He also discussed the benefit of packaging. This process will confirm that all items should be for the precinct to which they have been delivered. This process can also inventory office supplies and equipment.

There are other localities in the state that are using this system.....a good system for inventory control and tracking.

Next Meeting Date (May and June)

Mark your calendars for the following events: June 9, Certification of DS 200; June 11, Election Day; June 12, Canvassing Day; June 13 & 14 Photo ID; April 22-23, Certification of Machines. The next Board meeting will be May 14, 2019 at 5:00 PM at a place to be determined.

In Federal Election years, the State has determined that we must keep ballot images in addition to securing the ballots for the courts. To expedite this, we will have to use two (2) thumb drives in the DS200 instead of one (1). This will begin in June to get the Election Officers used to working with the two thumb drives. One thumb drive will be put in the #7 envelope and (1) in the clear plastic bag to come back to the office. The added advantage in November if the write-in tape is forgotten, the thumb drive can be put back into the machine without having to wait for the thumb drive to come from the court.

The warehouse space is overcrowded. DPW has put in their budget \$100,000.00 to rent move space or new space for absentee voting. It is suggested that Registrar's office and warehouse be moved all under one roof.

Kirk reported that she is having issues in rooms being available for training. Human Resource has a policy that will not allow the use of certain rooms for training after hours. It is necessary that rooms be used after hours because many of the classes are in the evening to accommodate the Officers that work. It was suggested that the Media Room in the 700 Building may be available. This is not a good suggestion because of security and safety issues.

Public Comment Period for Items Not On the Agenda

There was no one present from the public to speak.

There being no further business, the meeting was declared adjourned.

James M. Nachman
Chairman to the Electoral Board

Joyce K. Smith
Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral Board