

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

Minutes
July 16, 2019

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The Call to Order

The meeting was called to order by the Chairman, Jim Nachman at 5:36 PM.

Public Comment Period for Items on the Agenda

There was no one from the public for comments.

Approval of Minutes

The next item on the agenda was the approval of the minutes by the Secretary, Starlet Stevens. Minutes were approved by unanimous vote.

Proposed November Election Matters, Including:

- ✚ The filing deadline date is August 16th for the City Council’s 5th district special election. Four candidates have filed already.
- ✚ There are tight deadlines leading to the November 2019 election. September 16th and 17th is scheduled for certification of equipment at 9:00 AM. Ballot proofing is scheduled between December 20th and 30th and January 9th and 10th, certification of voting machine equipment for the March 2020 primary.
- ✚ In preparation for the November 2019 election, letters have been prepared for election officers, polling places and canvassers and are in the Board members packages. There were no changes in the law therefore, everyone will not have to attend mandatory classes except the officers who will be working in precincts that are split. One change that will be made are the pollbook classes. Pollbook classes will be split into three for different levels of knowledge; one for new officers, one for regular officers and one for persons that are never assigned to operate the pollbooks, no detailed information will be provided in this class.
- ✚ There is nothing different for the canvassers except that if there is a discrepancy with the precinct material that is being canvassed, then the problem should be taken care of at that point. The Board approved the suggestion made by Ms. Showalter to stop the canvassing when a problem occurs and have a conversation with the Board members.

- ✦ The Ms. Showalter does not believe preprocessing of absentee ballots will be needed, but would like the Board's permission to use her judgement, according to the number of ballots issued, to start preprocessing on Monday.
- ✦ Ms. Showalter brought to the attention of the Board that help will be needed for training next year. She suggested that there are election officers that are more than capable to help with the training and would like to bring them in to start training to teach some of the classes (i.e.) Voting Machines, Paper Work and Statement of Results classes. She was granted permission by the Board to follow through with her plans and recommendations.
- ✦ Adriene Davis presented the proposed pin for officers working in the November election. The Board approved the design.

Proposed March 2020 Precinct Resource Recommendation

Ms. Showalter stated that there is barely enough equipment for the election. We will need 236 E-Poll Books, ten of which are backup spares. The Board asked that she investigate the purchase of more poll books.

Ms. Showalter reported that 896 officers will be needed for the March primary election and more if we have a dual party primary, recruitment will be necessary. It was recommended by the Board that letters be sent to Party Chairs inviting their help in the election officer recruitment process. It was also suggested that prospective officers be recruited through temp agencies and other organizations.

Update on Relocation of Polling Place for Precinct 302

Atlee Church that was originally one of the polling places would be happy to have a polling place there again and it is being considered.

Precinct 410 (Thompson Middle School) Closure – August 2020

Precinct 410, Thompson Middle School, was supposed to be closed during the summer, however, Fourth District Councilwoman Kristen Larson, informed Ms. Showalter that the school may be closed but the building will still stand. Councilwoman Larson agreed with Ms. Showalter that moving during the Presidential year is not a good idea.

No Excuse Absentee Voting

Ms. Showalter reported that the proposed turnout may be approximately 5,000 per day. To accommodate such number of people, at least three additional voting machines will be needed at an approximate cost of \$15,000; 33 election officers and additional pollbooks will be needed. A building located off of West Laburnum Ave. was found that will be ideal for all of the Voter Registration Office, including the warehouse, under the same roof. The annual rent on this building is approximately \$700,000 as opposed to the \$32,000 that is paid now. Kirk will be in a meeting very soon to find out more details.

Budget Preparation for FY 2020-21

Budget preparation will be done in August and September because in October and November when it is normally done, the Ms. Showalter will be busy preparing for the November election. Items that have to be looked at are No Excuse Absentee Voting, Redistricting in 2021 and an increase for Election Officers training fee.

Closed Session Personnel Matters – Election Officer Performance Review from June and General Registrar’s Evaluation

The Board went into closed session to discuss personnel matters. Starlet Stevens read the motion to close session pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia freedom of Information Act. Starlet Stevens read the Certification of Closed session according to [Section 2.2-3711](#) of the Code of Virginia, all members of the board signed the certification indicating their response.

Next Meeting Date

The next Electoral Board meeting will be held September 10, 2019 at 5:30 PM.

Other Business

It is the understanding of the Chairman of the Board that there is a petition being circulating. It is a Circuit Court order directing the Registrar’s office to check the petitions for a referendum that is proposed to be on the ballot this coming November.

Joyce Smith reported an incident with a voter who registered at DMV but could not vote because the Registrar’s office had no record. After investigating the situation, it was found that other organizations are distributing voter registration applications outside of the DMV and the voter assumed that she had registered with DMV.

Public Comment Period for Items Not on the Agenda

There was no public to comment.

There being no further the meeting 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

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