

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
July 28, 2020

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The regular meeting of the Electoral Board was called to order by the Chair Jim Nachman at 4:00 PM at the Office of the General Registrar’s new location, 2134 West Laburnum Avenue, Richmond, Virginia.

**PUBLIC COMMENTS** – JANE NORTH spoke on the distance from the bus stop to the building, According to GRTC it is approximately .9 miles with no sidewalk; and what are the plans does the Board have to find the building. ELIZABETH BUTLER spoke on her experience as a poll watcher at the VCU Student Commons. MARGERET KHEIRY spoke on pay that was denied. Ms. Kheiry was on the agenda for the last meeting, but did not show. Ms. Kheiry did not request in writing to be placed on the agenda for this meeting, however, with an objection from Starlet Stevens, the item was discussed in closed meeting.

### **CLOSED SESSION** -

C. Starlet Stevens, Secretary to the Electoral Board read the motion to hold a closed meeting pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss personnel matters. The Certification of Closed Meeting was read by Ms. Stevens according to Section 2.2-3711 of the Code of Virginia, all members of the Board signed the certification unanimously.

**APPROVAL OF MINUTES** - Starlet Stevens moved that the minutes of June 2, 2020 and July 23, 2020 be approved. Motion seconded by Joyce Smith. Motion passed.

### **NOVEMBER 2020 PROPOSED ELECTION ARRANGEMENT** –

November and December task schedule and machine certification dates...

Certification for November will be September 14 & 15, 2020 at 9 AM at the new location, 2134 W. Laburnum Ave. If there is a Mayoral run-off, the election will be December 15, 2020. Certification for December election will be November 23 & 24, 2020.

### New EPB L&A Requirements

State Board decided to implement a new certification process L&A process for the electronic poll books to make sure that the equipment is functioning as it should on election day.

Resource Recommendation – Kirk Showalter, General Registrar has projected that voting through the mail will be higher this election and in-person, lower. She recommends a 30% total turnout in-person voting prior to election.

Question was asked “how would in-person ballots be executed? The response was “it is up to City Council and the paper was introduced to Council in July to have satellite centers Hickory Hill Community Center (already one of our precincts in the Southside of Richmond) City Hall and the Registrar’s new office building on Laburnum Ave. Ms. Showalter recommends moving forward with 30% in-person voting and 40% thru the mail.

Through the mail absentee voting, etc. – Envelopes have been color coded for incoming and outgoing absentee ballots so that they are more visible when processed through the post office. There will be nine (9) different color envelopes. The vendor will decide on the design and colors.

Pre-processing does not usually start running ballots through the scanner prior to election have day, but if we have as many as have been projected, then it will have to start before. We will have high speed scanners and the ballots will be secured. We will have ten (10) teams, three (3) in each team. It has been suggested that the CAP workers receive additional pay than the usual election officers. It was announced that John Moreau resigned as Chief of CAP. Registrar Showalter asked the Board to strongly consider Johanna McKee as Chief.

There are ninety two officers in reserve and approximately 1,074 are needed. We have 1,040 sworn officers. Because of the Coronavirus, only 480 officers worked the primary in June and we are expecting something of the same.

Training will start on September 12, 2020. Some of the training must be done in person with about 60 in the class to maintain the proper distancing. Most of the classes can be done virtually and allow to develop training with Joanna McKee. The current number of classes now is five for new officers.

We have had to change some polling places because of the virus. Precinct 203 – Hermitage relocated to the Arthur Ashe Center; 206 Dominion Place relocated to VCU Contemporary Art Center; 207 Retreat Hospital relocated to the Va. Museum History and Culture Center. We have not found a place for 309 at Imperial Plaza. Other locations are being considered.

There will not be a change in the Canvass Forms. They seem to be working well.

A moving company is being considered to move equipment to the polling precincts; it will save the staff from having to do it. They are already being pulled during election time. It takes two trucks, four days and many bodies to move the equipment. A staff member will be with the moving company during the move.

Board members were assigned to precincts about one year ago and will keep the same assignments.

One half of the staff moved to the new location and one half are at the Central Officer to training the temporary employees.

Council would like to have some presents of the Voter Registrations Office remain in city hall. The Registrar is still negotiating for space in City Hall for early voting but was offered a space in the hallway near the 10<sup>th</sup> Street side of the building. By the end of August everyone should be in the new location. The

Official Grand Opening will be immediately after Labor Day.

Registrar Showalter is negotiating with the city for a bus stop closer to the building. There is one stop at Saunders Avenue and another at the end of the under pass.

**CLOSED SESSION -**

The matter of Margaret Kheiry was on the agenda of the last meeting and was denied since there was nothing in writing received by the Registrar for this meeting. The Board decided to add Ms. Kheiry to this meeting's agenda because of her effort to attend. The Board agreed to discuss this item in this meeting in a closed session. It was moved by Joyce Smith, Vice-Chair and seconded by James Nachman, Chair that Ms. Margaret Kheiry be paid. Starlet Stevens was not in favor.

**THE NEXT BOARD MEETING DATE –**

The next meeting date was not set.

**PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA -**

Registrar Showalter read a letter from the Disability Law Center, a center for protection and advocacy for citizens of Virginia with disabilities. It's a demand letter from Shepherd, Mullin, Rikter and Hampton LP, the Washington Lawyers Committee for Civil Rights and Urban Affairs and Brown, Golston & Levey LP, request that an accessible remote absentee ballot option be implemented in the November 2020 election. Under Virginia law this request is prohibited. Mr. Nachman directed Registrar Showalter to respond by letter.

There being no other comments, the meeting adjourned.

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James M. Nachman  
Chairman to the Electoral Board

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Joyce K. Smith  
Vice Chairwoman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral Board