

City of Richmond

CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL
VICE-CHAIR

JOYCE KING SMITH
SECRETARY



Electoral Board
Meeting Minutes
July 28th, 2025

Call to Order

Chairwoman Stevens called the meeting to order at 10:02 AM.

Statement of Appreciation

Chairwoman Stevens expressed gratitude to:

- **Tina Crump** for serving as Interim General Registrar and helping to conduct a smooth and accurate election.
- **Adriene Davis** for her efforts with city procurement and financial management.

Election Day E-Pollbook Issues

- **Presenter:** Tina Crump
- Issues with E-pollbooks on Election Day were addressed.
- Tina informed the Board that ES&S (vendor) is actively working to resolve the issues.
- **Motion:** Vice Chairwoman Katherine Maxwell moved that ES&S remain the vendor.
- **Outcome:** Motion passed unanimously.

CAP Team and Envelope Review

- **Presenter:** Tina Crump
- The board discussed the CAP Team's role and the opening of the Seal #4 envelope.
- The CAP Team and the office will work closely to address any issues that may arise

Closed Session

- **Topic:** Discussion of an iPhone theft.
- **Time Entered:** 10:45 AM

- **Time Returned to Open Session:** 11:30 AM
- A motion to return to open session was approved.

New Staff Position

- **Presenter:** David Levine (General Registrar)
- A new position is being created for **Adriene Davis**, reflecting her unique responsibilities.
- The position is based on a "Management Analyst" role with adjustments by City Human Resources.
- **Motion:** Vice Chairwoman Maxwell moved to adopt the new position.
- **Outcome:** Motion passed unanimously.

Public Comment

- No public speakers were present to comment on agenda items.

Election Official Correspondence & Training

- Topics included:
 - Letters to Officers of Election
 - Election Activity Schedule
 - Early Voting Training
 - Training Calendar
 - Mock Hands-On Training Sessions

Reference Documentation for Electoral Board Duties

- David Levine provided the Board with documentation sourced from **Arlington County**, specifically a document titled **“Electoral Board and Registrar Memorandum.”**
- He also shared **guidance from the Department of Elections** and relevant excerpts from the **Electoral Board Handbook**, to clarify and support the understanding of board roles and responsibilities. They’ll be working together to clarify their responds duties and those they could share.

Public Comment – Items Not on the Agenda

- **Speaker:** Sandra Antoine
- **Comment:** Ms. Antoine emphasized the **importance of maintaining Early Voting Satellite locations**, highlighting their role in voter access and participation.

MEETING ADJOURNMENT

The meeting was adjourned by Vice Chairwomen Kate Maxwell.

NEXT MEETING DATE

The next meeting date will be in August no set date at this time.

ADJOURNMENT

There being no other business, the meeting was adjourned

Chairwoman to the Electoral Board

Kate Maxwell
Vice Chair to the Electoral Board

Secretary to the Electoral Board
Joyce K