

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

Meeting Minutes
August 23, 2022

"SIC ITUR AD ASTRA"

SUCH IS THE WAY OF THE STARS

CALL TO ORDER

The regular meeting of the Richmond City Electoral Board was opened with Chairman Nachman presiding. In attendance were Joyce Smith, Vice-Chair, C. Starlet Stevens, Secretary, Keith Balmer, General Registrar, Jerry Ingram, Deputy Registrar, Caitlin Shelton, Election Officer Manager, Christian Javins, Assistant Technician and Katherin Cardozo, Executive Assistant to the Board/ Communications Specialist.

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no public comment items.

APPROVAL OF THE MINUTES

Secretary Stevens moved and Vice-Chair Smith seconded that the minutes from June 28 to be approved as amended. All were in favor, the motion passed.

INTRODUCTION OF NEW ASSISTANT TO THE ELECTORAL BOARD

Katherin Cardozo was introduced by Registrar Balmer. She will be the Executive Assistant to the Board and the Communications Specialist for the office.

PROJECTIONS FOR NOVEMBER ELECTION (BALLOT ORDER AND OFFICERS OF ELECTION)

Registrar Balmer said that he ordered 43,700 ballots for Early Voting and 98,000 ballots for Election Day for a total of 141,700. We have 158,511 registered voters currently and he based his projections on 2018 and 2020 elections. We currently have 722 election officers (10 for each precinct). We have 3 new precincts, #311/Maggie Walker High School, #611/United Nations Church and #709/Main Street Station.

DATES FOR ELECTION OFFICER TRAINING

Early Voting training will be September 19 for the main office, September 20 for Hickory Hill and September 21 for City Hall. Registrar Balmer said that most of the training would be online which starts on October 7. However, he noted that in person training would be for the pollbooks and voting machines; in addition, the Chief and Assistant Chief training will be in person. There is a solution for officers who do not have computer access, they will be able to set up an appointment to come in to the main office for training.

DATES FOR LOGIC AND ACCURACY TESTING

The Board will test the machines for Early Voting on Wednesday, September 14 at 2:00p.m. Secretary Stevens motioned to do a random check. Vice-Chair Smith seconded, all were in favor, motion passed. The second testing will take place on Thursday, October 13 at 2:00p.m. The pollbook testing will be on Sunday, November 6 at 4:00p.m.

OFFICER OF ELECTION APPRECIATION

Registrar Balmer said that he would like to do something for election officers who have served 5 or more years in the form of a certificate or plaque. Secretary Stevens stated that she was not sure this was money well spent and indicated that the officers would probably prefer something that was monetary in value vs. a certificate or plaque. After some discussion, Registrar Balmer decided to shelve this idea until a later date.

REDISTRICTING UPDATE

Registrar Balmer noted that postcards had been mailed out to the voters regarding redistricting information, new legislative districts, and polling locations.

ABSENTEE BALLOT MAILING AND DROP BOX UPDATE

Registrar Balmer said that first mailing of 6,000 ballots will be mailed September 16, the state deadline is September 22. There will be three drop boxes, City Hall, social services in South side and the main office. These boxes will have 24 hour video surveillance.

ELECTION NIGHT REPORTING AND SAME DAY REGISTRATION

Registrar Balmer stated that election night reporting will be done by phone. The absentee ballots will be reported by precinct and be available election night. The process will be slower for the absentee ballots because they have to be reported by precinct. The Chiefs will bring in an extra USB which will enable the staff to produce a spreadsheet.

Same day registration (SDR) will become law on Tuesday, October 18th. The deadline to register to vote is October 17th. Registrar Balmer stated that we will see an increase in provisional ballots, particularly in the college precincts of 101, 206, 213, 214, 306, 504, and 505. In anticipation of this increase, extra election officers have been placed in the aforementioned precincts.

SUNDAY VOTING

Secretary Stevens noted that she had discussed Sunday voting with the Richmond City Republican Committee and they are opposed. Vice-Chair Smith motioned for Sunday voting on October 30, Chairman Nachman seconded, Secretary Stevens opposed, the motion passed. Sunday voting will be from 1:00-5:00p.m. at all three early voting locations.

NEW BUSINESS

Registrar Balmer responded to concerns brought up by the Republican Election Integrity Team regarding the processing of ballots in the Central Absentee Precinct. The issues raised were (1) matching addresses on the ballot security envelope and the poll-books, (2) valid postmarks or Intelligent Mail barcodes, (3) clear and open communication to the CAP election officers and staff on guidance from the Virginia Department of Elections and (4) revised training materials for CAP officers and staff to ensure consistent compliance with the code and the GREB handbook.

The Democratic Party submitted two names for election officers, Clarice Anderson and Lavern Harris. Secretary Stevens motioned to approve the new officers. Vice-Chair Smith seconded. All were in favor, the motion passed.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

Jane Newell with the League of Woman Voters noted that there is a lot of confusion with voters because of redistricting. Registrar Balmer responded that the notices would go out to the voters on August 26. The reason for the delay, was due to the City Council approving the new districts.

ADJOURNMENT

The meeting was adjourned by Chairman Nachman.

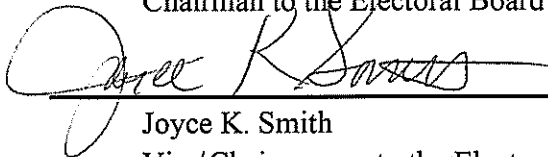
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NEXT MEETING DATE

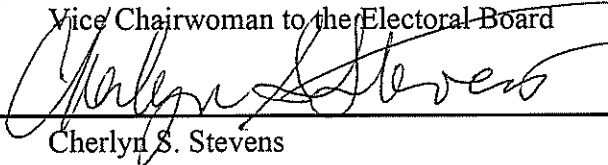
The next meeting date will be TBA.

There being no other business, the meeting was 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