

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
December 27th, 2022

"SIC ITUR AD ASTRA"  
SUCH IS THE WAY OF THE STARS

### **CALL TO ORDER**

The emergency 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, Katherin Cardozo, Executive Assistant to the Electoral Board, and Christian Javins, Assistant Technician.

### **PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA**

There were no public comment items.

### **APPROVAL OF THE MINUTES**

There were no copies of minutes for approval.

### **DISCUSSION REGARDING PROJECTIONS AND THE TRAINING SCHEDULE**

Registrar Balmer called direction onto a spreadsheet that was presented to the Electoral Board. This spreadsheet entails the turnout data of Early Voting and Election Day from the last general election on November 2022. Keith Balmer mentions that he additionally called other registrars and believes that there will be a 30% turnout for the upcoming special election. Based on this information and the turnout data from the previous election, Registrar Balmer created the projected amount of ballot orders for early voting that will be used for the special election and election day in February 2023. Registrar Balmer will monitor the turnout for Early Voting and will adjust numbers, if needed, for Election Day accordingly.

Due to the expectation of a lower turnout, reflecting back to the reasoning of the numbers from the past general election, Registrar Balmer mentions how we will rely on fewer numbers of election officers for the upcoming special election. These numbers, also on the spreadsheet, are only 2 to 3 officers less than the normal amount used. These numbers were also created based on the number of registered voters. Registrar Balmer states that although he has shortened the number of election officers at each precinct, that we will have a large amount of election officers on standby.

As for the training schedule, Registrar Balmer created a calendar that was presented to the Board that includes the dates of Early Voting training, Chief and Assistant Chief classes, E-pollbooks/Voting machine training, Paperwork training/Same-Day registration classes, and the date for the Canvass training.

There were no questions asked towards the training schedule nor calendar.

### **DISCUSSION REGARDING IMPORTANT DATES FOR THE SPECIAL ELECTION**

Today, December 27th, is the filing and independent candidate deadline for the special election. Registrar Balmer mentions how there is one person who turned in paperwork to be an independent candidate, however, there is no update if said person has the required amount of signatures yet. Registrar Balmer states that we should find out soon, and if the candidate does not qualify, the ballots will be approved tomorrow morning by PrintElect.

The Electoral Board will come in and test the electronic poll books on the 19th of February, two days before the Special Election Day that is on February 21st, 2023.

### **NEW BUSINESS**

Registrar Keith Balmer states that for the electronic poll books, one of our Technician employees inputs all registered voters into a software, and then afterwards, our vendor ES&S (Election Systems and Software) does a data conversion and sends it back to us to download into our tablets. As of right now, there is no reasoning as to why certain registered voters did not show up in these electronic poll books on Election Day. Registrar Balmer indicates that this issue is not forgotten and that we are actively still waiting on a response from ES&S to find the solution to this issue. Although this issue could possibly be due to a data conversion issue with ES&S, or an issue with VERIS, the Office of Elections will actively see if this problem arises again during the period of early voting for the special election. Registrar Balmer states that if we indeed do see the same issue arise, we would need a conversation regarding the poll books.

Due to the topic of Early Voting not being stated on the agenda for today's meeting, Chairman Nachman has announced a second emergency meeting to be taken place on Wednesday, December 28th 2022 at 12:00 p.m. to discuss the specific topic of the timeline crunch for Early Voting and its Satellite Locations, and to also set the dates for the L&A testing.

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

Jane Newell, representing as a member of the public, mentions how she is also in favor of satellite locations for the period of Early Voting, and recognizes and agrees that other satellite locations, besides the Office of Elections location, do not need to be open for the full 45-day period and recommends to open other satellite locations for early voting several weeks later.

## ADJOURNMENT

The meeting was adjourned by Chairman Nachman.

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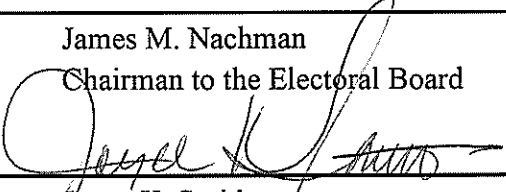
## NEXT MEETING DATE

The next emergency meeting date will be Wednesday, December 28th 2022 at 12:00 p.m.

**There being no other business, the meeting was 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