

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

"SIC ITUR AD ASTRA"

SUCH IS THE WAY OF THE STARS

Meeting Minutes
December 28th, 2022

CALL TO ORDER

The second emergency meeting of the Electoral Board was opened with Chairman Nachman presiding. In attendance were Joyce Smith, Vice-Chair, C. Starlet Stevens, Secretary, Keith Balmer, General Registrar, Caitlin Shelton, Assistant to the Registrar, Christian Javins, Assistant Manager of the Tech Center, and (by phone) Tyler Lincks, Representative of Print Elect.

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 THE DATES FOR SATELLITE VOTE CENTERS

Registrar Keith Balmer indicated that because of the deadline to apply to be a candidate today, December 28th, and the requirement to have our ballots delivered afterwards by PrintElect and the testing of the machines from there, this would leave his staff a short amount of time to have everything prepared for the start of early voting on January 6th, 2023.

He said that The Registrar's Office will have everything that is needed to be prepared to start early voting on time for the special election on February 21st. Registrar Balmer stated that to operate the two satellite locations for the entire 45 day period of early voting, the cost would be up to \$100,000 per site. This cost includes the staffing of satellite locations, equipment for voting, and the printing of ballots.

Chairman Nachman said that he spoke with a number of people, one of them being the 4th district chair from the Democratic party, Alexis Rodgers, and different leaders of different constituency groups. At first they wanted all early voting sites available through the whole period of early voting. Chairman Nachman told them that would be a great expense to the office and that not all sites are needed for the entire time.

Chairman Nachman proposed that we not use City Hall as an early voting site. His recommendation was that we have early voting at the Registrar's Office for 45 days, which is mandated by the law. This time-frame of early voting will be from January 6th through February 18th. Operational hours will be from 9am to 4pm. Included in that time period, there will be two Saturdays and one Sunday of early voting. The dates for these days are Saturday February 11th, Sunday February 12th, and Saturday February 18th. As for additional early voting sites, Chairman Nachman stated that he would like to keep Hickory Hill Community Center as a site for voters on the south side of the city. He proposed that Hickory Hill Community Center be open from Monday, January 30th through Saturday, February 18th. The Hickory Hill site will also be available during the same two Saturdays and one Sunday as the Registrar's Office. When talking about the hours of operation for the early voting sites, Chairman Nachman stated that the hours for early voting on Sunday February 12th should be from 12pm-4pm. The two Saturdays at both locations will be open from 9am-5pm. Registrar Balmer suggested that instead of the hours 9am-5pm, to have Hickory Hill open from 10am-5pm during the weekdays for budgetary and voter accessibility reasons. Chairman Nachman asks if there are drop-boxes for these sites, and Registrar Balmer responds that yes, there will be drop-boxes. One drop box will be located at the Office of Elections, one at City Hall, and one at the community center at Southside Plaza which is right down the street from Hickory Hill Community Center.

Vice-Chair Smith made a motion in support of Chairman Nachman's recommendations. Chairman Nachman seconded this motion, while Secretary Stevens opposed. With that, the motion passed.

DISCUSSION REGARDING ELETRONIC POLL BOOKS

Chairman Nachman stated that voters were experiencing problems on Election Day in regard to our new poll books from Printelect, the Express Polls. Many voters were coming up in the poll books in their old precincts, not the ones in which they had recently been assigned to by the Registrar's Office. However, these same voters were showing up in their correct precincts in the paper poll books. Chairman Nachman asked Tyler Lincks, representative from Print Elect, to provide the Electoral Board with a post-election debrief in order to explain what happened. Mr. Lincks, who was available by phone, stated that the statewide voter registration system that Virginia uses, which is known as VERIS, is a very old system. VERIS has been in use in Virginia for nearly 20 years. Tyler mentioned that one of the weaknesses of VERIS is that it can produce an original data dump in the days leading up to the start of early voting, however, it cannot produce data of new registrants added and those who have transferred to other localities. Chairman Nachman asked Tyler if the information he stated is the reason as to why the paper poll books that were produced closer to Election Day were more accurate than the Express Polls. Tyler's response to Chairman Nachman's question was yes. Tyler said that he had consulted with the poll-book development team at ES&S (Election Systems and Software), and that they have formulated a new and different data conversion process which will be comprehensive and much better at creating a "delta file." Chairman Nachman asked if there will be a way to test this new process before Election Day. Tyler's responded by saying that yes, during the Early Voting process PrintElect will be running this "delta file".

Tyler also stated that most of the problems stem from the data coming from VERIS. Tyler then goes on to say that this has been improved and will go through a proving stage during the early voting period. Tyler said that he will need to talk to his team and the office of elections team on what process we could go through prior to the start of Early Voting that will allow us to see the way that the new data conversion process is functioning. Tyler ended the call by saying that he will talk to his team and gather more information and will communicate his response to the Electoral Board and Registrar Balmer.

NEW BUSINESS

Registrar Balmer turned the floor over to Christian Javins, Assistant Manager of the Tech Center, who spoke about the Logic and Accuracy testing of the voting machines for Early Voting and Election Day. Christian asked Registrar Balmer if he would be interested in introducing the ExpressVote machines during early voting. Registrar Keith Balmer responded by saying that the upcoming election would be a great opportunity to introduce the ExpressVote. Registrar Balmer explained that the ExpressVote machine is a ballot marking device that marks the paper ballot so that a voter will be voting on paper, but won't be using a pen. As a backup, Registrar Balmer will be ordering preprinted paper ballots. What will be tested will be 5 ExpressVote machines. Four will be used at the Registrar's Office and one will be used as a backup. Three DS-200s will be used during early voting. Two will be used for voting and one will be used for backup. Registrar Balmer clarifies that the L&A testing will begin on Tuesday, January 3rd, 2023, and that he will provide this information to the public. The Electoral Board agreed to certify the results of the L&A on Thursday, January 26th at 2:00p.m.

Registrar Keith Balmer stated that the candidate filing deadline had passed, and that the two independent candidates who filed paperwork to appear on the ballot had failed to qualify. Therefore the only two candidates who will appear on the ballot will be Mr. Leon Benjamin and State Senator Ms. Jennifer McClellan.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

There were no public comment for items not on the agenda.

ADJOURNMENT

The meeting was adjourned by Chairman Nachman.

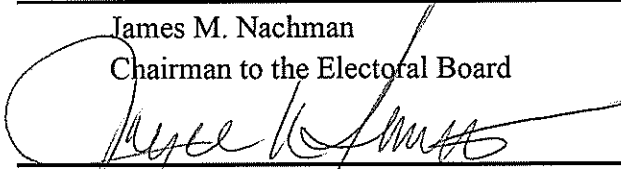
Meeting Minutes
December 28, 2022
Page 4

NEXT MEETING DATE

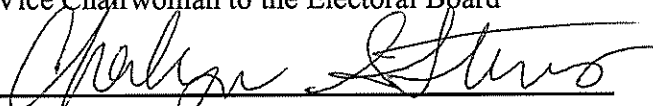
The next meeting date will be Wednesday, February 1st 2023 at 2:00 p.m.

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