

# City of Richmond



CHERLYN STARLET STEVENS  
CHAIRWOMAN

JOHN N. AMBROSE  
VICE-CHAIR

JOYCE KING SMITH  
SECRETARY

## Electoral Board

Meeting Minutes

May 10th, 2023

### **CALL TO ORDER**

The regular meeting of the Electoral Board was opened with Chairwoman Cherlyn S. Stevens presiding.

In attendance were Joyce Smith, Secretary, John N. Ambrose, Vice-Chair, Keith Balmer, General Registrar of Elections, Kelsey Zentmyer, Training Supervisor and Development Supervisor, Caitlin Shelton, Executive Assistant to the Registrar, Christian Javins, Assistant Manager of the Tech Center, and Tyler Lincks, Representative of Print Elect.

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

There were no public comment items.

### **APPROVAL OF THE MINUTES**

All of the electoral board members have gone over the prior minutes. With that, Chairwoman Stevens makes the motion to approve the minutes from April 12th, 2023. All were in favor, and **the motions passes.**

### **UPDATE ON POLL BOOKS**

Chairwoman Stevens turns this topic of discussion over to Tyler Lincks, Representative of Printelect. Mr. Lincks states that his discussion is towards the poll books and some of the issues the poll books have faced. To start, Mr. Lincks states that ES&S is accepting responsibility for all of the issues discussed in the prior board meeting with the poll books. The first issue concerns the efforts to re-mediate gaps in the voter credit process. In the prior election cycles there were voters who were checked in on the poll books who did not get their voter credit uploaded into VERIS. The staff of the General Registrar had to manually enter their voter credit. The second issue concerns absentee voters who were not coming up as absentee in the poll books. As of right now, Mr. Lincks states that he doesn't have resolution of either issue at this point, but both are in process. In regards to the voter credit issue, Mr. Lincks states that this is going to require working with the Department of Elections so that he can understand why the voter credit data will not upload into VERIS. He states that its a bit tricky now due to Karen Hoyt-Stewart, who was involved with the certification of all tabulation systems and poll books, leaving the Department of Elections. Mr. Lincks mentions that he will be taking this issue to Jonathan Babette instead when Mr. Babette returns from an extended vacation overseas.



Mr. Lincks states there are two possible formats that VERIS can accept, and that the outputs from the Express Polls are using one of them. With that, Mr. Lincks asks if he can use the other one to try to remedy the situation. He also asks if he is able to receive the list of voters who had to be manually entered for their voter credit. As for the voters who were sent absentee ballots, Mr. Lincks asks that Cynthia Johnson, Absentee Coordinator for the Office of Elections, provide him a list of the voters to whom absentee ballots were mailed in the most recent special election on March 28th, 2023. He will use this list for research. Moreover, Mr. Lincks mentions that he will be assigning Jennifer Sparks, Printelect's subject matter expert on the poll books, as a resource for assistance. Ms. Sparks has already begun to work on some of the issues that were exchanged during the meeting today. Ms. Sparks will be here on site at the Office of Elections for post-election activities related to the poll book and to assist Jason Redd and his team.

Jerry Richardson, Deputy Director, asked if the State Board of Elections uses the same data processes and connections as Printelect. Mr. Lincks responds by stating that he doesn't know the answer to that question but that its one of the lines of inquiry that he is trying to pursue. General Registrar Keith Balmer stated that since early voting is ongoing right now, that his staff has the ability to provide real time data regarding absentee ballots that have been sent out, and absentee ballots that have been received. With this, the office can flag any voters in real time and let Printelect know.

#### **UPDATE ON PRECINCT STAFFING**

Caitlin Shelton, who is the Election Officer Manager, states that acknowledgment forms went out to all election officers informing them of the upcoming election on June 20th, 2023. As for updates, she has received 5 acknowledgment forms back from Chief officers. With this information, Ms. Shelton states that Irving Henderson is in need of additional officers, preferably a voting machine specialist or electronic poll book officer at precinct 505 (Clark Springs Elementary). The precinct chief of precinct 709 (Main Street Station) has resigned due to health issues. In addition, the assistant chief of precinct 709 has moved out of state for a separate job. Due to these changes, Ms. Shelton states that Warlisha Whisonant, who is the chief officer from precinct 908, will step in and serve as the chief for precinct 709. Moreover, chief officer Joyce Knight is not able to work the June primary as well. To take her place, former assistant chief Maya Bey will be filling in for Joyce Knight at precinct 603 (Fire Engine House). Registrar Balmer steps into the discussion to mention that he spoke with Maya Bey and that Ms. Bey stated that she would like to serve as a chief in emergency situations when we don't have anybody else. Ms. Shelton states that Ms. Bey is currently working early voting for the office, and that Ms. Shelton will reach out to her staff at precinct 603 to help set them up for training. Furthermore, Joyce King who is former assistant chief from precinct 306 will not be able to work for this June primary. Salah Powell, who is an experienced chief officer, will be taking her place until Ms. King returns. Ms. Shelton also mentions that the chief from precinct 903 was relieved of his duties and that they are still actively working to find a replacement. Finally, Ms. Shelton states that since there are 12 precincts that are not eligible to participate in this election, she will be able to pull officers from those precincts to help out at other precincts.



## **NEW BUSINESS**

Vice-Chair Ambrose mentions that a date hasn't been picked yet for the Logic and Accuracy testing of the voting machines to be used on Election Day. Christan Javins, who is the assistant manager of the Tech Department states that they can do the testing on Thursday, June 1st at 9am.

For the second topic of new business, Registrar Balmer states that in the last board meeting the Board voted to move forward with the purchase of the DS-300, which is the upgrade of our voting system. At that time, the vote was for the City of Richmond to purchase 96 units. With that, Registrar Balmer states that the actual total machines needed is 110. The cost of this would be \$751,000 Secretary Smith makes a motion to approve the purchase of the additional machines for a total of 110 units. Vice-Chair seconds, all were in favor. **The motion passes.**

For the third topic of new business, Registrar Balmer starts by stating that the Office of Elections is working with the Department of Elections on a program aimed at providing cybersecurity resources to election offices. The program is called the Cyber Navigator Internship Program. Kelsey Zentmyer, Training and Development Supervisor, states that she was fortunate enough to participate in this program last year while working at a different locality. Ms. Zentmyer mentions that there are college interns who specialize in cybersecurity who will be working with several localities. Our office will have access to three students from June 5th to August 7th. This year, the Office of Elections partnered with two Virginia Commonwealth University students and one student from Norfolk State University, and will be working closely with Professor Bob Dahlberg from Virginia Commonwealth University. Representatives from the city's IT department will also be involved in this program.

For the final topic of new business, Registrar Balmer states that the "I Voted" sticker contest will be halted and pushed for the following year. The reason for this change is due to the lack of notification and engagement from RPS to the high-school students about the contest, which resulted in little to no entry of submissions of sticker designs. Chairwoman Stevens proceeds to ask Registrar Balmer how much the contest cost in terms of the preparation of it all. Registrar Balmer responds that from running ads on local radio stations informing the public about the contest, it roughly costed about \$2,500.



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

There was no public comment of items that are not on the agenda.

### **CLOSED SESSION - SECURITY REPORT REGARDING THE OFFICE OF ELECTIONS GERNAT (CITY OF RICHMOND DEPARTMENT OF INFORMATION TECHNOLOGY)**

Secretary Smith 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 personal matters as it relates to election officers. The Certification of Closed Meeting was read by Secretary Smith according to Section 2.2-3711 (A) (1) of the Code of Virginia, all members of the Board signed "yes" to the certification unanimously.

Chairwoman Stevens made a motion to accept the annual IT security report from the City of Richmond's Department of Information Technology. All were in favor, **the motion passes.**

### **CLOSED SESSION - ANNUAL EVALUATION AND APPOINTMENT OF THE GENERAL REGISTRAR**

Secretary Smith 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 personal matters as it relates to election officers. The Certification of Closed Meeting was read by Secretary Smith according to Section 2.2-3711 (A) (1) of the Code of Virginia, all members of the Board signed "yes" to the certification unanimously.

Chairwoman Stevens made a motion to approve the appointment of Keith Balmer as General Registrar for a new four-year term. All were in favor, **the motion passes.**

### **CLOSED SESSION - PROTOCOLS FOR BOARD MEETINGS**

Secretary Smith 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 personal matters as it relates to election officers. The Certification of Closed Meeting was read by Secretary Smith according to Section 2.2-3711 (A) (1) of the Code of Virginia, all members of the Board signed "yes" to the certification unanimously.

## **ADJOURNMENT**

The meeting was adjourned by Chairwoman Cherlyn S. Stevens.

Meeting Minutes

May 10th, 2023

Page 5

## **NEXT MEETING DATE**

The next meeting date will be on Thursday, June 1st at 9am for the L&A testing of the machines for the June Primary.

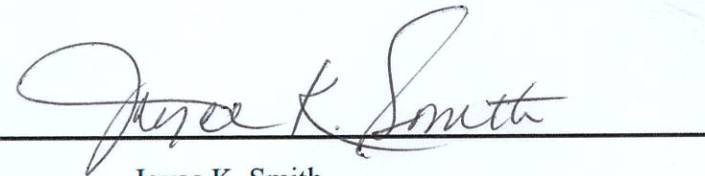
There being no other business, the meeting was adjourned.



Cherlyn S. Stevens  
Chairwoman to the Electoral Board



John N. Ambrose  
Vice Chairman to the Electoral Board



Joyce K. Smith  
Secretary to the Electoral Board