

# City of Richmond



CHERLYN STARLET STEVENS  
CHAIRWOMAN

JOHN N. AMBROSE  
VICE-CHAIR

JOYCE KING SMITH  
SECRETARY

## Electoral Board

Meeting Minutes

July 25th, 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, Election Officer Manager, Christian Javins, Assistant Manager of the Tech Center, Tyler Lincks, Representative of Print Elect, and Katherin Cardozo, Executive Assistant to the Electoral Board.

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

Ms. Jane Newell commented on accessibility of public transportation to the satellite voting locations.

### **APPROVAL OF THE MINUTES**

Secretary Joyce Smith makes the motion to approve the minutes from May 10th, 2023. Vice-Chair John Ambrose seconds. All were in favor, and the motion passes to approve the previous minutes.

### **NOTES FROM THE JUNE PRIMARY**

Registrar Keith Balmer discussed the June Primary Election. There were two minor issues involving VERIS pre-processing of absentee voters voter status, and the recordation of voter participation credit. Both of these issues have been resolved and the methodology to solve them was presented to the board.

### **INTRODUCTION OF NEW ELECTION OFFICER MANAGEMENT SYSTEM**

Ms. Kelsey Zentmyer presented the new elections officer management software "Integra." Integra will be used to manage officer trainings, certifications, work hours, voting machine tracking, and other elections processes.

Secretary Smith makes a motion to accept Integra as the new election officer management system. Vice-Chair Ambrose seconds the motion. All were in favor and the motion passes.

### **INTRODUCTION OF TEXT MY GOV**

Ms. Zentmyer presented Text My Gov, which will be implemented at the Richmond Office of Elections in addition to existing phone and email communications.

### **UPDATE ON THE ACQUISITION OF THE DS-300s**

Mr. Tyler Lincks of PrintElect presented the DS300 voting machine. The machines are to be delivered August 16th.

### **EXPRESSVOTE PILOT PROGRAM**

Mr. Balmer discussed his initiative to train Elections Chiefs to advocate for increased usage of the Express voting machines. Increased usage of these machines will speed up voting and decrease traffic at high volume voting locations.

### **COLLABORATION WITH VCU PROFESSORS**

Mr. Balmer discussing his collaboration with VCU, which has introduced a class on elections law and administration for the 2023 fall semester. The class is called: "VCU Votes." Students will tour the Office of Elections and Mr. Balmer will deliver a guest lecture on elections in Richmond.

### **NEW TRAINING COURSES FOR THE NOVEMBER ELECTION**

Mr. Balmer introduced his plan for elections officers training for the 2023 election. Of note are three new classes, "Future Chiefs" class, voters with disability training, and an online class for candidates for local office on how to get on the ballot.

### **NOVEMBER ELECTION DISCUSSION**

Precinct 701, Woodville Elementary School, will move to Anna Julia Cooper School.

Precinct 705, 31st Street Baptist Church, will move to Henry Marsh Elementary School.

Mr. Balmer presented the ballot styles with the casino referendum included as per court order.

Mr. Balmer proposed increasing the polling location stipend from \$100 to \$200 per day. Secretary Smith makes a motion to pay polling locations \$200 per day. Vice-Chair Ambrose seconds. All were in favor and the motion passes.

### **EARLY VOTING FOR THE NOVEMBER ELECTION (SATELLITES AND SCHEDULES)**

Mr. Balmer and the Board of Elections discussed the 45-day period of early voting at the Registrar's office, and discussed the possibility of opening satellite voting locations at City Hall and the Hickory Hill Community Center.

Vice-Chair Ambrose makes a motion to only have early voting at the Office of Elections. Chairwoman Stevens seconds. Secretary Smith opposed. The motion passes.

## **NEW BUSINESS**

Election Officer Manager Caitlin Shelton introduced the new "Election Officer Academic Assessment" to grading training segments.

Mr. Balmer introduced the new "Precinct Report Cards" to grade elections officers and create a process for replacing or retraining under-performing officers. This new system will be in place for the November 2023 election.

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

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

## **CLOSED SESSION - ANNUAL REVIEW OF OOE SECURITY PLAN**

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 the OOE security plan.

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.

## **NEXT MEETING DATE**

The next meeting date will be on Friday, August 4th, 2023 at 10 a.m. to discuss the satellite voting locations in the City of Richmond.

## ADJOURNMENT

The meeting was adjourned by Chairwoman Cherlyn S. Stevens.

Meeting Minutes  
July 25th, 2023  
Page 5

## NEXT MEETING DATE

The next meeting date will be on Friday, August 4th, 2023 at 10a.m. to discuss the satellite voting locations in the City of Richmond.

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