

City of Richmond



CHERLYN STARLET STEVENS
CHAIRWOMAN

JOHN N. AMBROSE
VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes

Tuesday, December 19th, 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, Jerry Richardson, Deputy Director, Christian Javins, Manager of the Technology and Security Department, Katherin Cardozo, Executive Assistant to the Electoral Board, and Cynthia Johnson, Absentee Coordinator, Kara Wilson, Compliance Officer, Caitlin Shelton, Election Officer Manager, Emmoni Spell, Election Officer Specialist, Tina Crump, Voter Services Manager.

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

Madam Chair Stevens called the meeting to order at 10 AM. The first agenda item was opened for speakers, but Ms. Cardozo informed the Board that no one had signed up to address the agenda items.

APPROVAL OF MINUTES

The approval of the minutes from the previous board meeting on September 12th was the second item on the agenda. The board voted to approve the minutes.

UPDATE ON POLLING LOCATIONS

Registrar Balmer provided an update on four Election Day precincts requiring relocation before the November General Election. Security concerns prompted the need to move Precinct 310 temporarily for the upcoming March Presidential Primary. Registrar Balmer will work with City Council for permanent moves, which will include alternative locations for Precincts 603, 909, and Precinct 910. The community building housing Precinct 911 is closed for renovations; Registrar Balmer will petition to move it temporarily. Registrar Balmer also mentioned his desire to move early voting from City Hall due to a lack of parking and the security checkpoint that voters must enter before accessing the precinct. Secretary Smith asked Registrar Balmer if he would look at Martin Luther King Middle School as a possible replacement.

NEW ELECTION OFFICER TRAINING

Registrar Balmer presented the new election officer training calendar for the March Presidential Primary, including a specific class for Assistant Chief officers to enhance accountability.

LOGIC AND ACCURACY TESTING

Christian Javins presented dates for Logic and Accuracy testing of voting machines. The board agreed to January 17th and February 16th for the DS300 voting machines and Express Vote ballot marking devices. Certification will commence at 10 AM on both days.

PROVISIONAL BALLOT MEETING

Following Registrar Balmer's recommendations, the Provisional Ballot Meeting for the March Presidential election will commence on Friday, March 8th, at noon.

SATELLITE VOTING LOCATIONS

The Board voted to open satellite voting locations at City Hall and Hickory Hill Community Center on Tuesday, February 20th. These will remain open until the end of early voting on Saturday, March 2nd.

EARLY VOTING SCHEDULE

Registrar Balmer informed the Board that early voting at the registrar's office will commence on Friday, January 19th, from 8:30 AM to 5:00 PM.

RISK LIMITING AUDIT PRESENTATION

Registrar Balmer presented a planned risk limiting audit following the March Presidential Primary. However, after discussions with the Department of Elections, it was clarified that this election does not qualify for a risk limiting audit due to its statewide nature.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

CLOSED SESSION

The Board entered closed session to discuss the performance of several officers of election during the November election.

MEETING ADJOURNMENT

Madam Chair Stevens adjourned the meeting at 12:02 PM.

ADJOURNMENT

The meeting was adjourned by Chairwoman Cherlyn S. Stevens.

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NEXT MEETING DATE

The next meeting date is TBD at a later date.

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