

City of Richmond

CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY



Electoral Board

Meeting Minutes
September 17th, 2025

CALL TO ORDER

Chair C. Starlet Stevens called the meeting to order at 11:00 AM with Vice Chair Kate Maxwell and Secretary Joyce K. Smith present.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Caitlin Shelton- Executive Assistant to City of Richmond Electoral Board
Tina Crump-Deputy Registrar
Christian Javins-Election Services Manager
Vanessa Floyd-Election Services Manger
Seth Hamalainen-Tech Specialist

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no public comments regarding items on the agenda.

APPROVAL OF THE MINUTES

Caitlin Shelton, Executive Assistant to the Board, presented meeting minutes from August 21st and August 27th, 2025. Vice Chair Maxwell moved to approve all minutes, and the motion passed unanimously.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

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

CLOSED SESSION

At 11:15 AM, Secretary Joyce K. Smith moved to enter closed session pursuant to Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act to discuss personnel matters. The board exited closed session at 12:32 PM and resumed open session.

PUBLIC SESSION

Christian Javins, Election Services Manager, and Seth Hamalainen, Warehouse Technician, provided an update on ADA compliance. They reported that compliance was completed for all precincts, with one problematic precinct identified along with a proposed resolution. Vice Chair Maxwell moved to approve the ADA compliance and sign-off, which passed unanimously.

Chair Stevens expressed gratitude to Director of Public Works Bobby Vincent and Chief of Construction & Inspections Joseph Davenport for their assistance in completing ADA compliance for all 72 City of Richmond precincts.

Vanessa Floyd, Election Officer Manager, presented a list of 11 new election officers from both parties. Chair Stevens moved to approve all officers, and the motion passed unanimously.

Following the closed session, General Registrar David Levine addressed Executive Order 53 regarding enhanced election security. He noted that no guidance has yet been received from the State Department of Elections on local impacts but recommended vigilance in monitoring updates. Vice Chair Maxwell suggested scheduling a future meeting to discuss this matter further.

MEETING ADJOURNMENT

Vice Chair Maxwell moved to adjourn the meeting at 12:40 PM. The motion was unanimously approved.

NEXT MEETING DATE

There was no future meeting scheduled at this time.

ADJOURNMENT

There being no other business, the meeting was adjourned

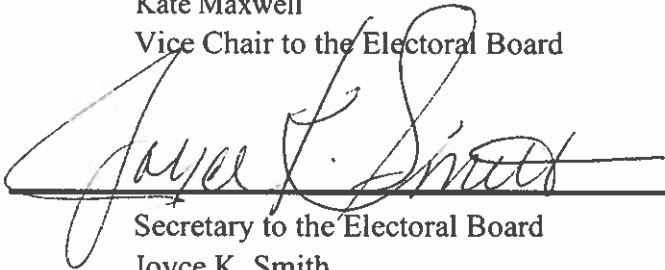


C. Starlet Stevens

Chairwoman to the Electoral Board

Kate Maxwell

Vice Chair to the Electoral Board



Secretary to the Electoral Board

Joyce K. Smith