

BILL PANTELE
CHAIR

JOYCE K. SMITH
MADAM VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board
Meeting Minutes
July 10th, 2026

CALL TO ORDER

The meeting was called to order at 12:04 p.m. by Bill Pantele. Introductions were made by all attendees.

Approval of Agenda

Madam Vice Chair Joyce K. Smith motioned to adopt the agenda. Secretary Cherlyn S. Stevens seconded the motion. All members were in favor and the motion passed.

STAFF IN ATTENDANCE

- ☐ David Levine, General Registrar / Director of Elections
- ☐ Tina Crump, Deputy Director
- ☐ Caitlin Shelton, Executive Assistant
- ☐ Dr. Cassandra Harris, Election Services & Operations Manager
- ☐ Stephen Labus, Voter Services Manager
- ☐ Adriene Davis, Management Analyst (remote participation)
- ☐ Nicole Hicks, Communications & Outreach Coordinator (remote participation)

PUBLIC IN ATTENDANCE

- ☐ Sandra Antoine, NAACP member
- ☐ Jane Newell League of Women Voters

APPROVAL OF PREVIOUS MEETING MINUTES

Secretary Cherlyn S. Stevens motioned to approve June 17th, 2026. Madam Vice Chairwoman Joyce K. Smith seconded that motion. All were in favor of the motion unanimously passed.

CLOSED SESSION

The City of Richmond Electoral Board agreed to enter Closed Session pursuant to § 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the purpose of discussing personnel matters concerning the performance evaluation of the General Registrar.

Upon returning to open session, **Secretary Cherlyn S. Stevens** read the certification statement, and each Board member certified that, to the best of their knowledge, **only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the Closed Session were heard, discussed, or considered during the Closed Session.** The certification was approved unanimously.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

Antoine, a member of the public, addressed the Board regarding concerns about **curbside voting at the City Hall polling location.** The speaker stated that:

- Vehicles transporting senior citizens were required to unload passengers in the street because the designated curbside voting area was blocked by a commercial shredder truck.
- Election officers were forced to enter the roadway to assist voters, creating unnecessary safety concerns.
- The city should consider expanding or better protecting the designated curbside voting area to prevent unauthorized parking and improve accessibility for voters with disabilities.

The Chair thanked the speaker for the comments.

OPEN SESSION

Introduction of the Voter Services Manager

General Registrar David Levine introduced Stephen Labus as the City's new Voter Services Manager.

Mr. Labus shared his professional background, noting:

- Nearly five years of election administration experience.
- Previous service with the election offices in Albemarle County and Culpeper County.
- Experience managing voter registration, absentee voting, election preparation, and election operations.
- Prior professional experience in human resources and as a military contractor.

Members of the Electoral Board welcomed Mr. Lavis and expressed their appreciation for his experience and commitment to serving the voters of Richmond.

Approval of Election Officers

Election Services & Operations Manager Cassandra Harris presented a list of recommended Election Officer appointments for Board approval.

Board members recognized several experienced individuals joining the Election Officer team, including Linda Scarp Anderson and Robert Ditmeyer.

Madam Vice Chair motioned to approve the proposed Election Officer appointments.

Secretary Cherlyn S. Stevens seconded the motion; all were in favor : Received.

Vote: Approved unanimously.

Polling Place Updates

Staff presented recommended polling place changes for the upcoming election.

The approved changes included:

- Contemporary Arts Center returning as the polling place for Precincts 214 and 206.
- Midtown Green resumes service after the temporary relocation to Diversity Richmond.

- Precinct 302 (MAPS Global Church) temporarily relocating to Richmond Community High School due to facility availability.
- Precinct 307 temporarily relocating from Ginter Park Presbyterian Church to Barack Obama Elementary School because the church is unavailable except for the November election.
- Precinct 215 (Imperial Plaza) temporarily relocated to Linwood Holton Elementary School due to environmental safety concerns at the current location.

Board Discussion

Board members discussed:

- The importance of maintaining permanent polling locations whenever possible.
- The potential for voter confusion is caused by repeated polling place changes.
- Challenges associated with facilities are becoming unavailable because of scheduling conflicts and special elections.
- The need to identify additional permanent and backup polling locations throughout the city.
- Transportation concerns affecting voters assigned to Precinct 307.
- Internet connectivity concerns Linwood Holton Elementary School.
- Developing a comprehensive inventory of permanent and alternate polling locations for future elections.

Staff acknowledged these concerns and indicated that a comprehensive review would take place following the August election in preparation for the November General Election.

Motion: To approve the proposed polling place changes.

Second: Received.

Vote: Approved unanimously.

Review of Election Officer Policy

General Registrar David Levine presented a draft Election Officer Policy intended to:

- Establish clear expectations for Election Officers.
- Define standards of conduct.
- Outline procedures for documenting performance concerns.
- Provide due process protections.
- Create a consistent framework for corrective action when necessary.

Board Discussion

Board members generally supported development of a formal policy and discussed:

- The importance of documenting Election Day incidents.
- Maintaining written records to support future personnel decisions.
- Ensuring Election Officers receive due process.
- Clearly define the responsibilities of staff and the Electoral Board regarding personnel matters.
- Promoting transparency and consistency in disciplinary actions.
- Incorporating the policy into future Election Officer training.

The Board agreed that additional review and refinement were appropriate before formal adoption.

The General Registrar emphasized that adopting a formal policy before acting on individual Election Officer matters would provide a consistent and legally defensible process.

The Board expressed its desire to finalize and adopt the policy before the November General Election.

MEETING ADJOURNMENT

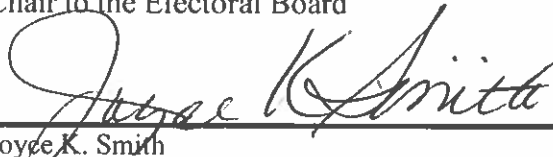
With no further business before the Board, Chairman Bill Pantele adjourned the meeting at 10:17am.

NEXT MEETING DATE

Logic and Accuracy (L&A) Testing of the electronic pollbook equipment will be conducted on Sunday, August 2, 2026, at 2:00 p.m. at the City of Richmond Office of Elections, 2134 W. Laburnum Avenue, Richmond, VA 23227. The next meeting of the City of Richmond Electoral Board will be held on Sunday, August 2, 2026, at 2:30p.m.



Bill Pantele
Chair to the Electoral Board



Joyce K. Smith
Madam Vice Chairwoman to the Electoral Board



Chelbyn S. Stevens
Secretary to the Electoral