

# City of Richmond



CECELIA BELL DABNEY  
SECRETARY

CHERLYN STARLET STEVENS  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

January 19, 2016

Meeting Minutes

"SIC ITUR AD ASTRA"

SUCH IS THE WAY OF THE STARS

The meeting was called to order at 1:05p.m. on the above date with the following members and guests present.

Starlet Stevens, Chairwoman of the Board; Kirk Showalter, General Registrar, City of Richmond; Adriene Davis, Clerk to the Electoral Board; Cecelia Dabney, Secretary, Electoral Board; Norman Shelton, Technician; David Cramer, Machine Technician; Ophelia Daniels, Vice Chair, Electoral Board; Ms. Antwon, Community; Lou Brown Ali, Chief of Staff, Richmond City Council; Ron Jordan and Mark Friend, Advanta Strategies and Don Martin, City of Richmond.

### Approval of meeting minutes

Vice Chair Daniels had a question relating minutes that were sent to each Board member for review. The question was in reference to a discussion pertaining to employees' performance. Registrar Showalter explained that since it was a personnel matter, no action can be taken in a closed meeting. She further explained that going into a closed session to discuss personnel matters is allowed under the code of Virginia.

Starlet Stevens moved to adopt the minutes as written. Motion seconded by Secretary Dabney.

### Attorney General Opinion regarding mayoral runoff Election

Registrar Showalter suggested that since the Mayoral runoff Election revolves around the Board's authority and participation in absentee balloting deadlines, she recommends that the Board acquire legal advice on this matter in closed session.

### Closed Session

Chairwoman Stevens moved that the City of Richmond Electoral Board go into a closed session pursuant to Section 2.2-3711(A)(7) of Virginia Freedom of Information Act to consult with legal counsel concerning the Board's authority to conduct a runoff election and duties related there to.

### **Certification of Closed Meeting**

Chairwoman Stevens read the certification of closed meeting, that only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board. All Board members were in favor of approving the certification.

Chairwoman Stevens moved that the staff be used to redirect the letter to State Board of Election. Motion seconded by Secretary Dabney.

### **March Election Officer Status Update**

Adriene Davis, Clerk to the Electoral Board, reported that officers needed for this March Primary Election is 627. The last report we had 68 new Election Officers. Recruitment is improving. We now have 102 and they are coming in daily. There are already 929 sworn officers plus the 102 new election officer applicants. Some precincts are struggling to fill their precincts. Adriene has spoken to some of the Chiefs to let them know that there should not be a problem filling their precinct. A list of precincts that are short of officers will be available at the next Board meeting in February. Kirk interjected that she would like to have New Officers training classes in July and August to prepare them for the November election. This will help out the staff when they will have other things to do for the November election.

### **Polling place changes updates**

Precinct 810 was not an emergency change. It was deferred until after the November election. The precinct was moved from the Southside Social Service building to the church on Midlothian. Precinct 911 was changed at Council Woman Mosley's request from LaBrook Fire Station due to parking problems and workers and voters complaining of the coldness. Registrar Showalter had discussed the possibility of moving across the street in the former Roc Church gym. The gym needs renovations that would not have been ready for the November election.

### **Congressional district redistricting status**

There was a law suit over the Third Congressional District boundaries and the courts found that they had been illegally drawn and ordered the General Assembly to redraw them, but the General Assembly did not meet the deadline, therefore the courts adopted one of the new plans that would put all of the City of Richmond in the Fourth Congressional District. There will be a change in the entire city which will require notice to be sent to all 130,000 voters. Registrar Showalter has sent an inquiry to the State Board of Records asking who will have to send the notices. The Budget Department has been notified of the cost of about \$80,000 to send the notices. Other information pertaining to voting can be included in the mailing.

The Supreme Court has agreed to hear the suit. Further action may be taken, but it is assumed that we will be in the Fourth Congressional District for the June Primary. For March, the congressional districts will remain the 3<sup>rd</sup> and 7<sup>th</sup>.

### **Proposed ballot delivery and return procedures**

There was a lot of discussion on how voted and un-voted ballots will be delivered to the precincts and picked up after the election. It was agreed that the procedure will be worked out and presented to the Board, in writing, at the February Electoral Board meeting.

### **Corrected March training schedule; proposed training schedule for June**

The time for the Mandatory Training Session for the February 24<sup>th</sup> was corrected from 9:00 a.m. until 12 Noon to 6:00 p.m. until 9:00 p.m. Notices were sent to the chiefs so that they can notify their officers of the time change. The schedule that was proposed for March for the New Electronic Poll Books will be implemented for June. The mandatory training for chiefs and assistants will cover any changes. It will be opened to all election officers. Training for the November election will begin in September.

A suggestion was made that all electronic devices be turned off and put away during the training sessions. Registrar Showalter will put a “gentle” statement in the handout for each class.

The Board has granted Registrar Showalter approval to invite preapproved media to visit our election officer training sessions.

### **Electronic pollbook lease/purchase**

The State Board of Elections approved three of the vendors to replace our Electronic Poll Book System with some conditions of concern. The State Board requires an audit every 90 days which is excessive an audit before every election is a good idea.

Registrar Showalter proposed to send out a “Request for Information” packet by Friday to the Law Department and Procurement. No major changes are anticipated. IT needs to look at State Board’s audit requirements and advise us as to how it would impact our operation. Registrar Showalter would like the Board’s authority for her to move forward with negotiations because of the time frame. Also, she will not deviate in a major way, but may have to make adjustments in the language.

Chairwoman Stevens moved that Registrar Showalter be given permission to modify the Agreement as she sees fit and have it ready to go out. Motion seconded by Secretary Dabney. If there are any changes, which are not anticipated, the Board members will get a copy of the Request for Information with changes, if any, highlighted.

Answers to vendors’ questions will be posted on the website on February 10<sup>th</sup>; vendors submissions are due on February 17<sup>th</sup> and draft contracts will be due March 1<sup>st</sup>. There may be some changes. April 1<sup>st</sup> is target date for system selection. Fairfax is the only known city across the State that is doing what we are doing.

### **Certifying ExpressVote machines**

The Code of Virginia requires the Electoral Board to test and certify the voting equipment. The Express Votes are different. They do not compile results and do not provide tapes. It is not certain that the State requires them to be tested because they are not tabulating machines. It may be good if the Board would test these machines. There are six (6) machines that need to be tested. Norman Shelton has the machines in this meeting so that another meeting will not have to be scheduled to test these machines. Registrar Showalter suggested that an agreement should be made on a process and procedure. She suggested that the certification and whatever else that needs to be done can be done on the Sunday before the election. She would also like to have at least one or all Board members to be present to verify that all Poll Books have been certified. The members think that this is a very good suggestion.

Vice Chairwoman Daniels moved that the procedure for the ExpressVote machines and any other equipment be tested the Sunday before the election and that the procedure be put in writing for Board's approval. Motion was seconded by Chairwoman Stevens.

After much discussion, Vice Chairwoman Daniels will have machine certification procedures written by the next Board meeting.

Chairwoman Stevens will have duties of the Board members in writing to present at the next meeting.

### **Other Business**

An article from the Washington Post concerning school closures for the March primary was forwarded to Dr. Bedding, Superintendent of Richmond Public Schools to consider school closures for the March primary in Richmond City. Richmond Public Schools will remain open during the March Primary.

Chairwoman Stevens moved for the adjournment of the meeting; seconded by Vice Chairwomen Daniels.

Meeting adjourned.

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Cecelia A. B. Dabney  
Electoral Board Secretary

Aдриene Davis  
Recorder