

City of Richmond



CECELIA BELL DABNEY
SECRETARY

CHERLYN STARLET STEVENS
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

Meeting Minutes

Saturday

February 6, 2016

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The meeting was called to order by Chairwoman Stevens. In attendance was J. Kirk Showalter; General Registrar, Adriene Davis; Executive Assistant to the Electoral Board, Ophelia Daniels; Vice Chairwoman, Cecelia Dabney; Secretary, David Creamer; Machine Technician, Norman Shelton; Warehouse Supervisor and Jerry Ingram; Chief Technician.

Board meeting started with the approval of the minutes. Adriene Davis stated that there was an error in the minutes that were e-mailed and asked Secretary Dabney if the Board will defer the approval until a later date. The deferral was approved by the Board Members.

ADRIENE DAVIS – MARCH ELECTION OFFICERS STATUS UPDATE AND RE-APPOINTMENT– A handout was given to each Board Member of all the precincts that have turned in their acknowledgement forms with their specific precincts listed; still looking very good for the number of officers needed. We are showing 929 sworn officers and are in need of 627 officers to work the March Primary election. We have well over 100 new applicants listed that interested in working as election officers and over one half have been assigned to precincts. Registrar Showalter added that there are 90 slots for the New Officers Training class for next weekend; we have 65 of the slots already filled. The “each one reach one” campaign is working very well for the November election.

Registrar Showalter reminded the Board to re-appoint its officers at this meeting for the next term. Chairwoman Stevens motioned to re-appoint all sworn election officers for 2016, Secretary Dabney seconded the motion. All were in favor.

REGISTRAR SHOWALTER – HANDLING SPLIT PRECINCTS – This split will not be the same as the last November election. This split was by Congressional District and the last November election was by House and Senate Districts. This split is a little different from the normal elections. There is no difference between the two ballots. There is a way we can block out voters in the third district from the voters in the seventh district pollbook. We will have to download the voter

registration data but we cannot do this until the night before we program and manipulate the data and then up-load it to the pollbooks, however, Registrar Showalter is not comfortable in doing this procedure.

The Board is in agreement with Registrar Showalter in not being comfortable in the processes that she just explained. Registrar Showalter's suggestion to the Board for their consideration is that since there is no difference in the ballots other than one being in the third congressional district and one in the seventh congressional district, proceed as we have done in the past in handling the ballots in the precincts. If there were a difference in the candidates on the ballots, there may be a different story. Registrar Showalter propose to have a hands-on workshop in the mandatory precinct training where the election officers will see how they can identify the voter's correct district in these precincts. The officers will have to pass a test that will be given in this class before they can be released from the class.

Chairwoman Stevens moved to continue with the split precincts as we have since 2012; that we have a hands-on test in the mandatory split precincts training class; don't like manipulating the data in the poll book and that the Board Member that oversees the precinct be present in the setting up to be sure that everything is up and running as should be. Motion seconded by Vice Chairwomen Daniels. Motion carried.

REGISTRAR SHOWALTER – BALLOT DELIVERY AND RETURN PROCEDURE UPDATE -

For security reasons, we will not discuss how the ballots went out to the precincts. Registrar Showalter came across a collapsible steel case on wheel with 4 bins that will hold 1200 ballots each. David Creamer discussed the procedure for returning marked ballots. The counted ballots will be put in plastic containers then put in steel cages to be delivered to the precincts before the election. The evening after the election, the marked ballots will be put into Tyvek envelopes and returned to City Hall and be collected by Voter Registration personnel and a police officer. They will be put in room 105. The next day Warehouse personnel teams of two will go out and collect the unmarked ballots. They will then be delivered to the Circuit Court at the designated time.

VICE CHAIR OPHELIA DANIELS – CERTIFYING EXPRESS VOTES PROCEDURES –

Gave a draft of the procedure of how the Express Vote Machines operate. It was recommended that the procedure be given as a tentative guideline. She asked that the Board read the draft before it is accepted and a procedures manual be put together for the operation of all voting equipment. Registrar Showalter urged the Board to tentatively adopt the procedures as a pilot guideline. Mr. Michael Brown; visitor, requested the (four page) draft be read aloud for the benefit of the public. David Creamer gave a synopsis of the procedures of how the Express Vote Machine operate for the benefit of the public.

Chairwoman Stevens moved that we approve the Express Vote Certification Testing procedures and thanked Vice Chairwoman Daniels and Staff Members for doing an excellent job. Motion seconded by Secretary Dabney. Motion carried. The Board signed the procedures.

REGISTRAR SHOWALTER – OPENING TRAINING TO NON-ELECTION OFFICERS – It has been suggested that we open our training on a limited basis to the public. There are no other known areas in the state that does that. Registrar Showalter has several concerns in opening to the public: security of the voting equipment; limits in the hands-on class sizes; building security. We should follow the guidelines that are already in place and that any information that the public would like to have will be available upon request. There are some people who have attended the classes, i.e. police officers, people in the call center, IT persons, etc.

Chairwoman Stevens rejects the practice of letting the public in to our training classes. Secretary Dabney has to think about it and Vice Chairwoman Daniels had no discussion. Chairwoman Stevens suggested that a procedure be put in place for the public if they want to attend classes and that it has to be put in writing and approved by the board.

Chairwoman Stevens moved to accept the procedure. Motion seconded by Secretary Dabney. Secretary Dabney suggested that if the public wants to attend classes they should sign up to become election officials.

Registrar Showalter stated that she has already gotten a request from two persons from the media who wants to attend training. We will follow the procedure that the request be in writing and approved by the Board. Jerry Ingram stated that anyone coming to any of the classes should be observers only. For her classes, she will entertain any questions after class. Chairwoman Stevens motioned that the two persons from the media be permitted to attend our training sessions upon submitting a letter of request to Registrar Showalter.

OTHER BUSINESS – The Board is thinking about moving the polling place at Thompson Middle School to Huguenot High School which would be a much better place. Registrar Showalter will take a look at Huguenot High and let the Board know if she should move forward in moving the polling place.

It has been reported that there is a substance in the building at John Marshall High School polling place. In the event that the building has to be condemned and cannot be used as a polling place in March, there is a tent that can be used in an emergency.

Chairwoman Stevens moved that we do have a contingent plan in place and that we move forward on it. Motion seconded by Secretary Dabney. Motion carried. Registrar Showalter will be working on something to be placed in the City Code to allow a polling place to be moved in an emergency without having to put up a tent as an alternative.

In reference to the authorities and absentee ballot team and the voter registration run-offs, Registrar Showalter has sent the letter, but no response was received since it has only been a week that the letter was sent.

A request for information has gone out with the help of DIT and the Law Department. Registrar Showalter has requested DIT's involvement in evaluating the E-poll Books and addressing the new State Board of Election security requirements. Registrar Showalter asked that some from the State Board of Election be present at the March meeting to talk about what the new audit requirements mean as far as operations are concern. With the Board's permission, she will extend the invitation.

Today we have three vendors that meet the criteria for the Central Reporting Systems and will give an overview and will follow-up with a demonstration on the first floor.

After each Vendor gave his approximately 20 minutes presentation, Chairwoman Stevens motioned to adjourn the meeting which was seconded by Vice Chairwoman Daniels.

Cecelia A. B. Dabney
Electoral Board Secretary

Adriene Davis
Recorder