

City of Richmond



CECELIA BELL DABNEY
SECRETARY

CHERLYN STARLET STEVENS
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

Minutes – July 20, 2016

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The Meeting was called to order by Chair, Starlet Stevens. Others present were: Jeffrey Macklin, Machine Technician; David Creamer, Machine Technician; Norman Shelton, Machine Technician; Jerry Ingram, Chief Technician; Kirk Showalter, General Registrar; Adriene Davis, Clerk; Cecelia Dabney, Secretary and Ophelia Daniels, Vice Chair.

Approval of minutes

Minutes of the last meeting were approved by consensus.

As a reminder, as of July 1, 2016 the draft minutes were posted on the website at least seven (7) days before the meeting and when they are approved, they will be switched to read final.

Sworn Election Officer Status and Recruitment

Ms. Davis commended the chief officers for the great job in recruiting. A difference has been noted in the amount of officers needed in some of the precincts. In the last report, there were 920 sworn active officers on reserve. Currently, we have 1010 officers recruited. Ms. Showalter projected 1,220 officers need for this November election. In June alone, we received 97 applications.

November 2016 Election Arrangements

The Board approved the purchase of additional booths. The purpose of additional booths are needed to accommodate the projected turnout. A projection of one (1) booth per 250 voters was approved by the Board. For every 1600 voters, only one scanner is recommended. We will need 140 machines. The Board approved leasing additional machines.

We have 212 Electronic Poll Books. Ms. Showalter recommend one book for every 650 voters or an additional 25 Electronic Poll Books per 750 voters. The Board approved the purchase of the additional 25 Electronic Poll Books.

State Board of Elections recommend one (1) ballot for every active voter. Ms. Showalter suggest that 168,000 ballots will be needed; 50 for Federal only, 50 for presidential only.

Keith Balmer will head up the data entry and Elmo Garrido will head the absentee team.

All training classes and training plans have been covered and approved by the Board.

Proposed letters to polling places and letters to officers were both approved by the Board.

Proposed dates for machine certification is September 19, 20, 2016.

Some things were dropped from the canvassers sheets and a look-out for the printed list of voters was added. The Board approved the changes.

Ms. Showalter's research found that it would be cost effective to change from land lines to iPhones for the November election. The Board gave permission to make the change from landline phones to cellphones.

The Board agreed with the idea of hiring a moving company to pick up unused ballots and return them to the warehouse. Ms. Showalter will look into the cost and report back to the Board at the next meeting.

It was suggested that a handout with information about the December runoff be given to voters along with an "I VOTED" sticker.

Kirk asked for a standing authorization from the Board to preprocess absentee votes rather than get an approval from the Board at every election. The Board gave the approval.

Status of Va. Dept. Of Elections' Guidance on Voter Registration and Absentee Deadlines for the December Runoff Election

Ms. Showalter has been working on this matter since the first of the year but has not had a response from the Chairman of the Board of Elections. The Board directed Ms. Showalter to draft a letter to the Attorney General with the Board members signatures. The Board members have requested a copy of this letter by e-mail.

Proposed Voting Equipment Security Plan Update

Ms. Ingram and her staff presented the security plan for the new equipment. The State Board does not require the Security Plan until December 31st.

Sometime ago, it was discussed about a manual for the Board to include policies and procedures and procedure s for security plans. Because it will require time taken away from regular staff time, it was recommended that a Board member will pull all security procedures and policies from as far back as desired and put the manual together. All Board members declined the recommendation.

Designating a Foia Officer for the Board

Every public office must have a FOIA officer. The Board designated Kirk Showalter as the FOIA officer. The next Board meeting will be September 7, 2016 at the Warehouse at 9:00 A.M.

Machine testing for the December run off will be November 21 & 22, 2016 at the Warehouse at 9:00 A.M. Ms. Stevens moved that the Electoral Board of the City of Richmond go into a closed session pursuant to Section 2.2-3711(A) (1).

Resolution

There were two (2) visitors with concerns, but was not on the agenda for this meeting. There letters were received and they will be placed on the agenda for September 7, 2016 meeting.

Starlet Stevens moved that this meeting be adjourned. Motion seconded by Ophelia Daniels. Motion passed.