

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

### Meeting Minutes

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

#### **Call to Order**

The Richmond City Electoral Board meeting was called to order by Chairwoman Sherlyn Starlet Stevens on Thursday, March 23, 2017 at 5:45pm.

In attendance was James M. Nachman, new Richmond City Electoral Board member; Ophelia Daniels, Vice Chair of the Board; J. Kirk Showalter, General Registrar; Jerry Ingram, Chief Voting Machine Technician; Keith Balmer, Assistant Registrar 1 and Acting Clerk to the Board; David Creamer, Voting Machine Technician; Norman Shelton, Voting Machine Technician; Jeffry Maclin, Voting Machine Technician; Bobby Stith, Chief of Security and Safety for the City of Richmond and Tabrica Rentz, Senior Assistant City Attorney.

#### **Approval of Meeting Minutes**

Ms. Daniels moved that the December 2016 minutes, replace the word “overtime” as it relates to the approval of additional pay to the canvassers that worked less than 40 hours. Starlet Stevens seconded the motion. The vote on Ms. Daniels’ motion to substitute the words “overtime pay” to “additional pay” at a daily rate was carried. Motion passed.

The minutes were adopted as amended. Mr. Nachman moved and Ms. Daniels seconded.

#### **Electoral Board Reorganization**

Ms. Ophelia Daniels nominated James Nachman as Chairman, Ms. Starlet Stevens as Secretary and Ms. Daniels will remain in the position as Vice Chair. Mr. Nachman seconded. All were in favor.

#### **Authority for Maintaining Order in Meetings and Electoral Board Meeting Rules**

Ms. Rentz recommended using City Councils rules and procedures as a template for creating our own procedures in maintaining order while conducting our public meetings.

Mr. Stith suggested that all meetings begin with an explanation of key rules and procedures, for example, locating emergency exits and time allotment for speakers.

Mr. Stith cautioned the Board to consider a larger meeting location such as Council Chambers and recommended a number of security precautions.

Ms. Showalter recommended that the staff be allotted time to extract from City Council's procedures those rules and procedures that apply to the Electoral Board meetings and present a draft at our next Board meeting.

### **Addition of Public Comment Period to the Agenda**

Mr. Nachman spoke about educating the public and assuring transparency in our election process.

Mr. Nachman motioned to add a public comment period to the end of the meeting agenda that will allow 3 to 5 minutes per person for comments. Ms. Stevens seconded.

### **Posting meeting dates on the City's Website**

Mr. Nachman motioned to post Electoral Board meeting notices on the Richmond City Voter Registration's website, Ms. Stevens seconded. Motioned passed.

### **June and November 2017 Election Arrangements – Registrar Showalter**

June recommendations -

One new officer training class is recommended for May 13, 2017.

Ms. Showalter requests flexibility to revise her ballot order projection depending on the final configuration.

Ballot will be finalized April 7<sup>th</sup>.

Mr. Nachman motioned to approve recommendations of Registrar Showalter for the June Primary election, Ms. Stevens seconded. Motion passed.

November recommendations –

In accordance with Ms. Showalter's projections for November, we will need 798 election officers, three new officer training classes and may need more personnel on the ballot officer tables and more voting booths.

Ms. Stevens motioned to accept Ms. Showalter's recommendations for the November General Election, Ms. Daniels seconded. Motion passed.

Proposed training schedules –

#### June

Ms. Showalter recommended a total of 88 training hours, for the general training class, Ms. Showalter want the Board to speak to Chiefs and Assistant Chiefs concerning the importance of reporting the results of the election

#### November

Ms. Showalter recommended a total of 172.5 hours of training with a total capacity of 2,560. The offer was extended to the Board members to teach some of the training classes.

Ms. Daniels motioned to adopt the training schedules as presented for May, June, September and October, Ms. Stevens seconded. The proposed training schedules passed.

**Forms included in the Boards packets:**

Letters to polling places and officers for June – individual drafts of all outgoing letters were presented to the Board.

Board precinct assignments for June – a proposed chart was presented.

Canvassers and canvass documents – the recommendation is to continue with six teams of two.

Detailed election schedule for June – a copy of the proposed schedule was presented.

Initial voting equipment certification dates for June – April 24<sup>th</sup> and April 25<sup>th</sup> are the proposed dates recommended for machine certification.

Final voting equipment certification and EPB testing dates for June – June 11<sup>th</sup> at 4:00pm is the proposed date.

Election officer recruitment for November – was previously discussed.

Possible additional VM needed for November – Ms. Stevens motioned to purchase one new machine from the capital budget to accommodate the November election. Ms. Daniels seconded. Ms. Showalter recommended that if more precincts or split precincts are added, that the purchase of six additional machines are allowed. Ms. Stevens moved to approve the purchase of six additional machines as needed. The motion was seconded by Ms. Daniels. Motion passed.

Voting Machine Certification Target Date for November - September 18<sup>th</sup> and 19<sup>th</sup> are the target dates suggested.

Ms. Daniels motioned to accept Ms. Showalter’s recommendations with the exception of election officer recruitment and possible additional VM’s needed for November which were previously passed. Ms. Stevens seconded the motion. Mrs. Showalter’s recommendations passed.

**Precinct and Polling Place Changes Consideration**

Ms. Showalter received notice that St. James Armenian Church, precinct 101 and Chesterfield Square Apartments, precinct 908 no longer wish to host elections in their facilities. The alternative locations for precinct 908 are Miles Jones Elementary School and the Goodwill Center across Midlothian. An alternate location for precinct 101 is still in process.

There are 4600 voters assigned to The Dominion Place, precinct 206 facility. Ms. Showalter propose using the VCU library combined with The Dominion Place as split precincts for 206.

Voting will be held in the community room of the Main Street Station, precinct 708.

Ms. Showalter will work with 6<sup>th</sup> District Councilwoman, Ellen Robertson, to reconfigure the First Street Fire Station, precinct 603.

**Affirming Policy on Petition Checking**

Ms. Showalter suggested the Board reaffirm the adopted 2015 Petition Checking Policy that states, petition counts are only given to the candidate or their designee and counts are given on Wednesdays and Fridays.

Starlet motioned to continue the policy of affirming petition checking. It was noted by Mr. Balmer that the policy is included in all candidate packets.

### **Other Business**

Mr. Luis Pantophlet requests that the Electoral Board petition the Circuit Court of the City of Richmond to unseal the results of the November 2016 election in order to view the write-ins.

Ms. Stevens motioned to decline Mr. Pantophlet's request to have the Circuit Court of the City of Richmond to unseal the records of the November 2016 election. Ms. Daniels seconded. Motion passed.

Ms. Daniels motioned to have the Boards salaries paid monthly instead of quarterly. Mr. Nachman seconded. Ms. Stevens abstained. Motion carried.

### **Closed Session**

Ms. Stevens read the motion to enter closed session. Motion passed.

Mr. Nachman read the certification of closed meeting. All Board members signed "yes", certifying that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public considered by the City of Richmond Electoral Board.

Ms. Starlet Stevens motioned to relieve Willie Harris of his duty as Chief Election Officer of Blackwell Community Center, precinct 802. Ms. Daniels seconded. Motion passed.

Ms. Daniels moved to adjourn the meeting. Ms. Stevens seconded. Motion passed.

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James M. Nachman  
Chairman to the Electoral Board

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Cherlyn S. Stevens

Secretary to the Electoral Board

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