

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

OPHELIA POWELL DANIELS
VICE-CHAIR

Electoral Board

July 25, 2017
Meeting Minutes

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

The meeting of the City of Richmond Electoral Board was called to order, by Mr. James Nachman, Chairman of the Electoral Board. All others in attendance were Ophelia Daniels, Vice Chair; C. Starlet Stevens, Secretary; Adriene Davis, Executive Assistant to the Electoral Board; Jerry Ingram, Chief Voting Machine Technician; Norman Shelton, Machine Technician and David Creamer, Machine Technician.

APPROVAL OF MINUTES

Ms. Stevens motioned to accept the minutes from the June 28, 2017 meeting, Ms. Daniels seconded. Motion passed.

UPDATE ON PRECINCTS 101, 206 AND 908

Ms. Showalter reports that discussions with administrators at St. Christopher’s School concerning the relocation of precinct 101 from the Armenian Church. Unfortunately St. Christopher’s Board did not meet in time for the move to be included into ordinance, therefore the November 2017 election will be held once again at the Armenian Church on Pepper Avenue.

Ms. Showalter worked with Councilwoman Kimberly Gray to design a precinct plan to secure the Student Commons, located on Cherry and Main Streets on the VCU (Virginia Commonwealth University) campus. The number designated to this new precinct is 214. Since this plan reduces the number of voters assigned to Dominion Place, precinct 206, Kirk and Councilwoman Gray also designed in the precinct plan to move the West Avenue resident voters from Tabernacle Baptist Church, precinct 208 to Dominion Place, precinct 206.

Miles Jones, located on Beaufont Hills Drive, will become precinct 908. This new location will replace the Chesterfield Square facility.

Ms. Showalter’s projection of registered voters in the City of Richmond is 148,000 which represent the same amount of increased registered voters four years ago between July and November.

NOVEMBER 2017 ELECTION ARRANGEMENTS

- ✦ Ms. Showalter recommended purchasing additional Scanner machines and three Express Vote machines. Mr. Nachman moved that we purchase three new machines and the Express Vote. Motion seconded by Ophelia Daniels. Motion passed.
Starlet motioned to accept Ms. Showalter's revised July 20, 2017 suggestions for the November election. Motion seconded by Ophelia Daniels. Motion passed.
- ✦ The Board members suggested to include in the letters to the Chiefs and Officers that there will be no payment if they don't attend training and if they don't work on Election Day.
- ✦ The Electoral Board advised that Ms. Showalter revise the Election Officer letters to include those persons that are not working this November's election, their letter will say "here are the policy changes, the next time you work, you must attend training". The letter to officer's that are assigned to work will say "those officers that are going to work must attend training".
- ✦ Ms. Daniels will work the West End, Ms. Stevens will continue in the Southside and Mr. Nachman will work the East End.
- ✦ It was suggested that a special training class for canvassers be held with Board members in attendance. Joanna McGhee is suggested to facilitate. The suggested date is Friday, November 3, 2017 from 6:00 PM until 8:00 PM.
- ✦ There was a discussion on election night supply returns. There will be three teams and each Chief will return the supplies to the Board member assigned to their district. Mr. Nachman request each team have security in place. Mr. Nachman also require the return policy information be included in the letter to the Chiefs.
- ✦ Certification of scanner machines for the November 2017 election will take place on September 18th and 19th.
- ✦ The Friday following the election is the deadline for provisional photo IDs and also a holiday. The deadline will be moved to the following Monday therefore canvassing will not to be completed until the following Monday, November 13, 2017.

FY2017 and FY18 Budget

There was a substantial reduction in the FY18 budget than that of FY17 because the presidential election was included and not as many man hours this year. Ms. Showalter did a comparison of the amount of budget for 2018 to 2017 as to what was initially requested and it is a little higher. The budget was reduced in the discretionary category, most of which was for travel and ballot record.

Line item 95007 (budget to pay schools custodians) was not included in the budget. When she notified budgets, they still did not include the line item which made the budget about \$14,000.00 short. Hopefully Voter Registration will be made whole by the end of the fiscal year.

Targeted for fiscal year 2017 for the number of Voter Registration transactions are 95,000, but included is a chart showing Voter Registration transactions for FY17 ended as 148,500 and 80 transactions. The team did 60,000 more transactions than what was budgeted.

There was discussion pertaining to the machines being serviced on Election Day and who would service them if needed; technicians or the vendor, Elections Systems and Software.

GROWTH IN THE CITY AND ITS IMPACT ON RESOURCES

Ms. Showalter will have a discussion with City Council concerning our precinct in relations to the growth of the City. There has been a tremendous growth in the city. It has grown from 95,000 registered voters to 149,000.

Kirk mentioned that more space is needed for her staff and the warehouse. She prefers to have the office and warehouse under the same roof. Several buildings around the city were mentioned as a suitable place.

The General Assembly ruled that the ballots must be run through the machine after the election to be sure that the election was not tampered with, but no instructions have been given as to how this is to be done.

ELECTION OFFICER PAY WHEN CHIEF CAN'T SERVE OR ATTEND CANVASS

Mr. Nachman entertained the motion that if the Chief cannot serve or attend the canvass and the Asst. Chief or any other officer covers the Chief's duties, that person will receive the Chief's pay. Ms. Stevens moved and Ms. Daniels seconded. Motion passed.

ELECTION OFFICER PINS FOR NOVEMBER

Adriene Davis gave a description of several pins for the Election Officers. After some discussion, a pin was chosen and will be inscribed, "Richmond Virginia Election Official 2017". The picture of our State Capital will be imprinted on the pin.

POST ELECTION AUDITS

The General Assembly has instituted the Post Election Audit. This procedure is not affective until July1, 2018. Ballots are to be scanned through the machine to validate that no one has tampered with the machines after the election and canvass. There are no drafted procedures from the Department of Elections.

OTHER BUSINESS

Ms. Showalter proposes to purchase a "party tent" and a portable generator if for some reason a polling place is not available at the last minute. If there is no June Primary then funds will be available in the budget to make the purchases. The suggestion was tabled.

State Board did not allow Voter Registration to use the Cloud which would allow all poll books to be seen in every precinct. Fairfax has received permission to use the cloud. We will see how they do in November and then we will approach the State Board of Elections with our request with regard to using the cloud.

Ms. Showalter informed the Board that the State has granted to the Board members and the General Registrar a 2% increase in salary effective August 1, 2017. The Board approved the writing of a memo by Ms. Showalter requesting the 2% be applied to the gross salary.

Closed Sessions

Starlet Stevens moved that the City of Richmond Electoral Board will hold a closed session pursuant to the 2.2-3711(A)(1) of the Virginia Freedom of Information Act to discuss the performance of the

employees of the Electoral Board in the office of the General Registrar as they relate to the June 2017 Election in particular and the officers in general. Motion seconded by Ms. Daniels. Motion passed.

The Board certified the closed session as read by Mr. Nachman.

Starlet moved that the City of Richmond Electoral Board will hold a closed session pursuant to the 2.2-3711(A)(1) of the Virginia Freedom of Information Act to discuss the performance of the General Registrar. Motion seconded by Ms. Daniels. Motion passed.

Public Comment

There was no one in attendance for public comment.

Motion was made by Ms. Stevens and seconded by Ms. Daniels to adjourn the meeting until the next meeting Tuesday, September 12, 2017 at 5:30 P.M. at City Hall.

James M. Nachman
Chairman to the Electoral Board

Ophelia Daniels
Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral Board