

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

## Electoral Board Meeting Minutes

July 30, 2018

Jim Nachman, Chair of the Board, called the meeting to order at 5:41 PM.

In attendance was C. Starlet Stevens, Secretary; Joyce K. Smith, Vice Chair; J. Kirk Showalter, General Registrar; Jerry Ingram, Acting Deputy; Adriene Davis, Executive Assistant to the Board; Norman Shelton, Chief Technician; David Creamer, Technician and Luis Pantophlet, Visitor.

### APPROVAL OF MINUTES

The minutes of the meeting were approved as written and signed on motion of Starlet Stevens, seconded by Joyce Smith. Motion passed.

### POST ELECTION ANALYSIS - JUNE

Election officers and staff performance – **closed session**. Starlet Stevens moved that the Board go into closed session pursuant to [Section 2.2-3711 \(A\)\(1\)](#) of the Virginia Freedom of Information Act. Motion seconded by Joyce Smith. Motion passed. The certification of closed session was read by Starlet Stevens and signed by all Board members.

- Telephonic reporting discussion – A few officers could not use their phones to report the results. The telephonic reporting procedure caused the reporting to speed up tremendously. This was a change that everyone seems to like. The phones will be used again in November to report the results of the precincts.
- Election night supply return – Seems to be much better. However, it seems that returning the supplies takes much longer than it should, because the officers do not organize the supplies that are to be turned in. It is suggested that during the training classes, organizing the supplies that are to be returned on election night should be stressed.
- Voting machine issues – The Express Vote machine at Precinct 414 did not work because of a faulty power supply. Kirk has recommendations to make changes for follow-up.

- EPB issues and proposed change in process – Services calls have been coming in as early as 4:30 AM. Major Russell has been receiving the calls and dispatching them to the Techs. Kirk will meet with Major Russell to devise a tracking system for service calls.
- Voters complaints and resolutions – There were four (4) e-mails of complaints. Most of the complaints were that there was no democratic primary held in their precinct.  
E-mail #1 – Voter complained because the precinct was moved across the street and she requested a street-by-street direction to the precinct to avoid crossing Chippenham. Kirk granted her request. E-mail #2 – Voter complained of being misinformed about the ballot being republican and was not told that there was no other option. There were sample ballots posted and greeters directed voters to view them. E-mail #3 – Voter said that he “is a registered democrat” and wanted to know why there were no Seventh District ballots. Kirk’s response to the voter---“because there is no Seventh Congressional District in Richmond”.  
E-mail #4 – Voter complained about not getting his ballot. Response: “he selected democrat not republican.

### **OUTSTANDING ELECTION OFFICERS ELIGIBLE FOR REAPPOINTMENT**

Eighty-eight Election Officers whose time to send in their Oath forms was up in February. Quite a few officers are classified as “inactive” or “reserved”. It is recommended that the Board approve these officers to remain on the roster upon receipt of the oath and kept in a pool to be available should the need arise for additional officers.

### **ELECTION OFFICER RECRUITMENT AS CONTRACT EMPLOYEES**

Prior to July 1, Election Officers had to be in our system as employees of the locality. The law has been changed to allow them to be contract personnel which means that they could be recruited through a Temporary Service. The Board gave the Registrar permission to explore the idea of recruiting Election Officers through a Temporary Service.

### **NOVEMBER 2018 ELECTION ARRANGEMENTS REVIEW**

- Revised detailed election schedule, including voting equipment – Certification dates will remain the same. The training schedule for EPB is changed from the number of classes for Experience Officers to increase classes for Inexperience EPB officer. Also included in the revised schedule is a mark election to catch any changes in the EPB that may occur on election day.
- Revised resource recommendation – A spread sheet was prepared at the first of the year to show projection of the number of voters and has been updated. We are short on reserve machines because of the additional precincts. Kirk will move forward to see if there is a credit with the company from which the machines were purchased to see if we can get more machines.

There was a discussion on the possibility of putting remote areas for absentee voting. Kirk informed the Board that this project would require additional trained staff of which she does not have and also additional equipment.

Mr. Nachman asked Ms. Showalter to research the cost per election and the cost to staff 6 additional people to work these absentee sites.

- Number of officers needed vs. number sworn – The number of officers projected for the November election is 754, we have on hand is 570 plus 194 reserve officers with oaths. We should recruit 77 or better new officers, however, 75 applications from interested voters to work November election.
- Board precinct assignment – Board members would like to keep the same precincts.
- Change in voting equipment delivery – It was suggested that a contract with a leasing company through the city be used to deliver the equipment. There is a program that the city has that will train truck drivers. This will be very beneficial to use several trucks to deliver and pick up equipment rather than the normal way of delivery.
- Kenneth Hulin is Chief in Precinct 705 and he is also one of the voting machine technicians. The person who is on military leave indefinitely has caused a shortage on Election Day. It is suggested that Kenneth Hulin be pulled from the precinct and be replaced as a Technician permanently on Election Day. A replacement has been suggested and has been trained by the present Chief and she is would like to take over the precinct. It was moved by Starlet Stevens and seconded by Joyce Smith that Kenneth Hulin become a Technician and a new Chief be reassigned to Precinct 705. Motion passed.

### **REVIEW OF POTENTIALLY OVERSIZED PRECINCTS**

There are concerns of 203 and 213 potentially becoming oversized because of the tremendous growth in Jackson Ward and Scotts Addition. Some other precincts of concern are Randolph Community Center, Fire Engine House in Manchester, 409, 609, Powhatan Community Center and Main Street station. Ms. Showalter's proposal to Councilwoman Kimberly Gray and Council is to move on creating more precincts. The Board has given Ms. Showalter approval move on her proposal.

### **2018 GENERAL ASSEMBLY UPDATE**

Report of write-in votes has been increased by 10%; Election Officers could become Independent Contractors; there will be two constitutional amendments on the ballot and Candidates do not have to qualify signatures.

### **2019 AND 2020 ADOPTED BUDGET**

Council will approve additional funding for a full time Assistant Registrar; additional training fee since there are mandatory classes that the Officers must take and paying polling place fees.

The number of staff for fiscal year 2018-2019 and 2019-2020 was approved in a previous meeting.

**REVIEW OF VOTER DISTRICT ASSIGNMENT ERRORS**

Ms. Showalter received a list of voters from the State Board of Elections stating that voters were in the wrong congressional district in the city. Her research found that the state software placed voters in the wrong locality. Boundaries that the State Board was seeing suggests that an address was not in the city but in the county. When the boundaries were downloaded from census, they matched the boundaries that Ms. Showalter had that placed those address in the city.

**PROPOSAL TO THE GENERAL ASSEMBLY SCHOOL SAFETY COMMITTEE TO MOVE JUNE PRIMARY**

A Delegate introduced a paper to forbid using schools as polling places for voter registration activities and not requiring schools to be open for voter registration activities.

The Registrars Association and VEBA has been trying to move the June Primary to the third week in June when schools are closed. The Association will carry the concept to the School Safety Committee in hopes that they will agree.

**OTHER BUSINESS** – Voting machine certification will be September 17-18, 2018 at the Warehouse.

**NEXT MEETING** – October 3, 2018 at City Hall

**CLOSED SESSION**

Starlet Steven moved to close the Electoral Board meeting and go into the Closed Session pursuant to [Section 2.2-3711 \(A\)\(1\)](#) of the Virginia Freedom of Information Act. Motion seconded by Joyce Smith. Motion passed. The certification of closed session was read by Starlet Stevens and signed by all Board members.

With no further business, the meeting adjourned.

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James M. Nachman  
Chairman to the Electoral Board

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Joyce K. Smith  
Vice Chairwoman to the Electoral Board

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Cherlyn S. Stevens  
Secretary to the Electoral Board