

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

Meeting Minutes

February 12, 2019

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

CALL TO ORDER

The meeting was called to order by the Chair, Jim Nachman at 5:07 PM at Richmond City Hall.

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

James Nachman, Chair called for public comment period for items on the agenda, there was no one present from the public that wished to speak.

APPROVAL OF MINUTES

The minutes of the November 29, 2018 meeting were approved as written and signed on motion of Starlet Stevens, seconded by Joyce Smith. Motion passed.

CLOSED SESSION: PERSONNEL MATTERS – ELECTION OFFICER PERFORMANCE FROM THE NOVEMBER ELECTION

Starlet Stevens, Secretary, read the motion to go into closed meeting pursuant to Section 2.2-3711A1, of Virginia Freedom of Information Act as to the performance of the employees of the Electoral Board including but not limited to officers of elections appointed by the Electoral Board. Motion seconded by Joyce Smith. Motion passed.

UPDATE ON OVERSIZED PRECINCTS

Kirk Showalter, Registrar, reported that 203 and 409 will not be a problem in 2020. Both have great polling places. Voters on the northern half of the expressway will remain at Hermitage and voters south of the expressway will vote at Arthur Ashe Center. Precinct 708 can handle approximately 3800 plus; 609, Fire Station Commerce Road may have to move the polling place; Carver School precinct 213 needs to be split. Precinct 504 needs to be split, but could not find a facility in time.

STATUS OF HOUSE OF DELEGATES REDISTRICTING

Kirk Showalter reported that the courts have not issued its plan. The State expected to have received the maps on last week but have not. It is speculated that the Federal shut-down may have impacted the courts ability to take action.

It is expected that Richmond will be substantially impacted by this redistricting plan.

PROPOSED JUNE ELECTION ARRANGEMENTS

- + Ms. Showalter showed on the spread sheet information on previous primary elections. The proposed primary election this year is June 11, 2019; March 4, 2019 is the filing deadline to know who has called for a primary. If we have a democratic primary only, we will need 641 officers and if we have a dual primary we will need 645. We have 663 sworn Officers, Chiefs and Assistant Chiefs, a total of 873 sworn.
- + Managing Split Precincts will be added to the training schedule. The rest of the schedule will be pretty much the same.
- + If there is going to be a primary election, then we will know on April 5, 2019. If there is going to be a primary equipment will have to be certified on April 22, 23, 2019 and April 26, 2019 Absentee Voting will start. Since there will not be much equipment, the certification can be done in one day. Election Day is June 11th, Canvassing Day is June 12 and last day for photo ID is June 14th.
- + Kirk Showalter, General Registrar is up for reappointment this year. Evaluation is due by August 1, 2019. The General Registrar has to be elected by July 1, 2019 and it can be done in May or June. It was recommended that it be done in May.
- + The draft letters to the polling places, Canvassers, Chiefs and Assistant Chiefs are pretty much standard.
- + The Board members were given their assignment of precincts for Election Day.

Starlet Stevens - - - - - Northside and East End
Jim Nachman - - - - - West End plus 215
Joyce Smith - - - - - South Side plus 415
- + David Creamer, Machine Technician, reported on the changes that need to be made on the E-Poll Books. In March 15th or 20th books will be tested for problems. The applications have been updated. Another change will be that the Summary Reports should be printed from each machine showing machine calibration as a standard procedure.

On motion of Starlet Stevens, David was given permission of the Board to make the changes to the E-Poll Books. Motion seconded by Joyce Smith, Vice Chair. Motion passed.

- + The time for Officers to report to CAP (Central Absentee Precinct) was discussed. The Board gave Ms. Showalter the authority to set the time for the Officers to start counting absentee ballots in June. Also, Ms. Showalter would like the authority to set the time for the Officers to come in to start processing the ballots for the November election. Permission was granted on motion of Starlet Stevens, seconded by Joyce Smith. Motion passed.
- + Kirk recommended that there will be no down stairs Call Center for the June election.

IMPACT OF TWO FACTOR AUTHENTICATION ON ELECTION DAY CALL CENTER

Okta is a random number generator security system that the Commonwealth of Virginia mandated all VERIS (Virginia Election and Registration Information System) users log into. This will pose a problem for our call center staff as they are not daily users of the system.

Ms. Showalter will meet with the State to discuss accommodations for our call center staff.

REQUEST FROM POLLING PLACES TO INCREASE FEE PAYMENT

Jerry Ingram reported that Grace Baptist Church, Hobson Masonic Lodge and First Baptist Church Monument Ave. have requested an increase in the polling place fee which is at \$75.00. Starlet Stevens moved that the request from the three places be granted and the fee will be increased from \$75.00 to \$100.00 beginning June 2019. Motion seconded by Joyce Smith. Motion passed.

REQUEST TO CLOSE SCHOOLS FOR MARCH

Ms. Showalter recommend the Board send a letter to the School Board requesting consideration be given to closing schools for the March, 2020 primary election. Starlet Stevens moved that Ms. Showalter's recommendation be accepted. Motion seconded by Joyce Smith. Motion passed.

GENERAL ASSEMBLY SESSION

The State Department of Elections propose changing the number of Board Members and the Commissioner's appointment by the Board. House bill 2204 will affect the polling place procedure. The Election Officer will no longer have to repeat the address of the Voter, just the name. Bill 2682 will change the date to count absentee ballots---as long as the ballot is postmarked by election day, if it comes in by noon on Friday following election day, it has to be counted. The concern is that the certification day will not change. Ms. Showalter mentioned in her report that there were other bills presented that may affect voting in the city (see handout).

ARCHIVING OLD ELECTORAL BOARD MINUTES

We are not allowed to archive our meeting minutes according to the Code of Virginia.

NEXT MEETING DATE

Next meeting date – March 21, 2019 at 5:00 PM.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

No one was present for public comment.

OTHER BUSINESS

The State Board is requiring that the digital ballot image of November Federal elections be maintained. To adhere the requirements, an expense of \$10,000 for the purchase of USBs to stay in the court for two (2) years or two (2) USBs can be put in each machine; one for the court and one to the Registrar's office of which she will copy to a master USB and the master copy sent to the court. The latter was recommended by Ms. Showalter. Starlet Stevens moved that the recommendation from Ms. Showalter will be accepted. Motion seconded by Joyce Smith. Motion passed.

Review the discussion about a January 15th letter selecting a Board member. Board authorized the Registrar to proceed in locating the letter and getting it to the Chief Judge for action.

There being no further business, the meeting adjourned.

James M. Nachman
Chairman to the Electoral Board

Joyce K. Smith
Vice Chairwoman to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral Board