

City of Richmond



CHERLYN STARLET STEVENS
SECRETARY

JAMES M. NACHMAN
CHAIR

JOYCE KING SMITH
VICE-CHAIR

Electoral Board

Minutes
Tuesday May 14, 2019

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

Call to Order

The meeting of the Electoral Board was called to order at 5:27 PM by Chairman, James Nachman. Those in attendance were Joyce Smith, Vice Chair; C. Starlet Stevens, Secretary; J. Kirk Showalter, Registrar; Jerry Ingram, Deputy Registrar; Adriene Davis, Exec. Asst. to the Board; Norman Shelton, Chief Technician and David Creamer, Asst. Chief Technician.

Relocation of Polling Place for Precinct 302

St. Paul's Church requested that we find another location for this precinct. David Creamer found two locations; St. Thomas Episcopal Church at Hawthorne Avenue and Walton Street and Atlee Church, Northside Campus on Moss Side Avenue. Kirk Showalter and David Creamer will meet with both churches, however, St. Thomas seems to be the recommended place right now.

Joyce Smith moved to approve the recommendation to visit St. Thomas Episcopal Church and the Atlee Church for the second location. Motion seconded by Starlet Stevens. Motion passed.

Public Comment Period for Items on the Agenda

There were no public comments.

Approval of Minutes

The minutes were approved as presented on motion made by Starlet Stevens and seconded by Joyce Smith. Motion passed.

June Primary Update

Kirk Showalter's spread sheet showed the precincts that will participate in the June primary. Kirk recommend an order of 31,000 ballots for the June primary election.

As reported by Adriene Davis, 487 Election Officers will be needed for this primary election. Three hundred twenty-two officers have been reported on the Chief Officer's Acknowledgement Form to date, but 165 more are needed. All of the forms have not been received, but when we do receive them we should have more than enough officer to staff our precincts.

In the New Officers Training Class, there were 20 new recruits. About 85% have already been assigned. Some Chief Officers recruited new officers for their own precincts.

Vacancy in the 5th City Council District

Councilman Parker Agelasto sent a letter of resignation effective November 30, 2019. Council accepted the letter and is requesting that the court issue a writ for a special election November 5th which is prior to the vacancy. Kirk checked with the Law Department and the opinion is that it can be done.

It is an unusual situation to have a special election before the vacancy which raised several questions as to the legal responsibility of the Board. The responsibility will be between the court and the council.

Mr. Nachman requests to know the legal reasoning behind this opinion. Ms. Showalter will provide from the City Attorney's Office the written explanation.

Proposed November Election Arrangements

- ✚ Precinct assignments will be the same as June.
- ✚ Absentee pre-processing start time for CAP (Central Absentee Precinct) will probably not be needed. The Board approved to allow the Registrar to determine whether to CAP pre-processing is needed.
- ✚ For the November election we have 792 officers. We have sixteen unassigned officers. The total number officers are 871 including the reserve officers.
- ✚ The Board approved the November training calendar.
- ✚ Department of Elections, for cyber security reasons, have established a two tiered sign in process into VERIS (Virginia Elections and Registration Information System) called the **Two Factor Authentication**. This security process will be an issue for our call center coverage because it requires that all 30 or more election day call center staff have **cell phones** loaded with the Okta security program. Either 30 used phones have to be obtained or we will have to purchase them to be used solely for one day. Without this we will not have the ability to respond to our voters. Ms. Showalter will communicate this to the Department of Elections.

Neutral Observer Policy

It is suggested that the Board implement guidelines for Neutral Observers in precincts. There was discussion on the subject. This matter was tabled until the next meeting.

No Excuse Absentee Voting and Future Space Needs Update

VRAV (Voter Registrars Association of Virginia) and VEBA (Virginia Electoral Board Association) have become concerned with not having structure and guidance from the State as to how to implement this new law. The Associations have formed work groups to hammer out ideas over the summer.

Economic Development has started to look at our need for No Excuse Absentee voting facilities. Ms. Showalter will report again on this matter in July.

General Assembly Update: Earlier Opening of Schools Bill

It was proposed in the General Assembly that RPS' year start early so that they can be closed during primary elections but the Superintendent did not choose to do so, nor for the March 2020 election.

FY 19-20 Budget Submission Update

The CAO has budgeted \$100,000.00 to the Department of Public Works to find a larger warehouse space because our warehouse needs have expanded.

Ms. Showalter requested an additional technician for next year and an additional positions for voter registration and absentee. Council has decided to budget the money that will allow the additional staff positions.

Closed Session/General Registrar Appointment and Personnel Matters

Starlet Stevens moved that the City of Richmond Electoral Board go into close session pursuant to [Section 2.2-3711\(A\)1](#) of Virginia Freedom of Information Act to discuss personnel matters relating to the General Registrar and employees. Motion seconded by Joyce Smith. Motion passed.

The certification of closed meeting was read by Starlet Stevens and signed by all Board members.

Ms. Stevens moved that the Board reappoint the General Registrar for a term of four years. Motion seconded by Ms. Smith. Motion passed.

Starlet Stevens moved that the salary of Miss Showalter be increased by 6% in addition to the 3% from the city based on her current gross salary. Motioned seconded by Joyce Smith. Motion passed.

Next Meeting Date

Next meeting date is July 16, 2019 at 5:30 PM.

Other Business

There was discussion concerning ordering new badges for the Board. The Board decided to continue with the current name badges.

Public Comment Period for Items Not On the Agenda

There was no one present from the public to speak.

There being no further business, the meeting was 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