

# City of Richmond



CHERLYN S. STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE K. SMITH  
VICE-CHAIR

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

## Electoral Board

February 4, 2020

### **Call to Order**

The Electoral Board meeting was called to order at 5:30 PM; Chairman James Nachman presiding.

### **Public Comment Period for Items on the Agenda**

There was no public present for comment.

### **Approval of Minutes**

Minutes were approved on motion of Starlet Stevens, seconded by Joyce Smith.

### **Open Session – Information Security Assessment Results and Recommendations to Date for the Security Plan**

The state has informed Kirk Showalter, General Registrar that new standards are coming out for protecting Cyber Security which will affect the Cyber Security law and will probably affect our security plan. She received the standards last week and based on her recommendation they are exceedingly excessive and that “we” not make any changes to “our” current security plan.

Mr. Charles Todd, the Director of Information Technology Department for the City was delighted with the results of our first level of assessments which shown to be above the national average. “The Registrar and I have work to do between now and March 1<sup>st</sup> to see where we are specifically against the state’s standard and whatever they might be recommending for changes” said Mr. Todd.

Mr. Todd’s recommendation is to continue what we already know rather than to go against the existing standards and look at whatever recommendations they are making for future states and have a road map as to how to get there.

### **Political Affiliation for Officers of Election and Appointment**

In a statement by Kirk Showalter, a memo from Commissioner Chris Piper to two Registrars, Walt Latham and Jake Washburn who questioned an edict from the Department of Elections stating the Electoral Boards could not appoint Election Officers to serve representing one particular political party or the other in the absence of the political party’s designation of that officer actually doing so. This overturns decades of practice, because our current officers are appointed by the Board as Independents, Democrats and some as Republicans or Either Party. The Parties have not submitted any names by January 15<sup>th</sup> as required. Ms. Showalter recommend, with the impending election, that the Board appointed all officers as Independents.

C. Starlet Stevens, Secretary to the Electoral Board, motioned that the Electoral Board re-appoint all officers as Independent, Joyce Smith, Vice-Chair, seconded. Motion passed.

### **Election Officer Status for March**

Adriene Davis, Executive Asst. to the Electoral Board, reported the projection of 891 officers needed for the March Primary election which includes the absentee precinct. We have listed 958 sworn election officers; 140 applications of new officers, however, only 39 have committed to take the training classes. Twenty precincts have not turn in their acknowledge forms.

### **June Election Arrangements**

Starlet moved that the Board give Kirk Showalter the authority to draft a letter to start the pre-processing of absentee ballots early if there is a June Primary. Motion seconded by Joyce Smith. Motion passed.

There will be a special e-mail address for chiefs to use when supplies are needed. A runner from the warehouse will receive notice from Kirk to deliver the supplies to the precinct. This will be quicker than having the Board members getting the needed supplies to the precincts..

### **Status of Contest of the November General 5<sup>th</sup> District City Council Election**

Kirk reported that the court dismissed the Mamie Taylor Case. Supplies have been released by the court back to the office.

### **Petition Checking Procedures**

A policy was adopted in the last Board's administration that on Wednesdays and Fridays candidates, or their designee, can request the petitioner's signature count to help candidates determine if more signatures are needed. The Board agreed to continue the policy.

### **Space Needs Update; Budget for FY21 and No Excuse Absentee Voting**

The administration has agreed that Voter Registration needs more space. A target date for acquiring the building is July 1, 2020. Kirk Showalter says "progress is being made and she is pretty sure that it is going to happen". Ms. Showalter presented a spread sheet detailing the cost over and above what was projected for FY21. Relocation cost is \$800,000. Additional supplies and equipment is being required by the state as well as additional staff.

There was a discussion on "No Excuse Absentee Voting". Ms. Showalter recommend two sites in addition to the Voter Registration office. The additional recommended sites are Pine Camp and Southside Community Center. Parking is available at all three sites.

### **Election Officer Pins and I Voted Stickers for November**

Adriene Davis presented to the Board the pins for the officers and stickers for the voters. Mr. Nachman gave the name of a vendor to contact to compare prices. The Board prefer the image of the 2008 Presidential Election officers' pin with the black background.

**Legislation Introduced to Date**

Ms. Showalter’s General Assembly report included the various bills that are pertaining to voting. The bills were presented and explained.

**Closed Session**

The meeting was called into closed session. Ms. Showalter asked that she, Carol Wilson, Chief Voting Machine Technician and Jerry Richardson, Deputy Registrar will remain. Ms. Stevens moved that the Electoral Board go into a closed meeting pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss personnel matters of employees of the Electoral Board, including but not limited to Officers of Elections appointed by the Electoral Board. Motion was seconded by Joyce Smith. Motion passed.

Certification of closed session was signed by all Board members, session is opened.

**Next Meeting Date**

The next meeting will be held February 27, 2020 at 5:30 PM, location to be determined.

**Other Business**

Kirk Showalter received a letter from Edison Research who wants to exit poll at Mary Munford Elementary School, precinct 105. Kirk Showalter response was that we report results on line.

Our poll books have the capacity to talk to each other around the city. This feature will be helpful during No Excuse Voting except that it can’t be used because of the state’s standards.

**Public Comment Period for Items Not on the Agenda**

There being none, the meeting adjourned.

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James M. Nachman  
Chairman to the Electoral Board

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Joyce K. Smith  
Vice-Chair to the Electoral Board

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Cherlyn S. Stevens

Secretary to the Electoral Board

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