

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
May 19, 2022

“SIC ITUR AD ASTRA”  
SUCH IS THE WAY OF THE STARS

### **CALL TO ORDER**

The regular meeting of the Electoral Board was opened with Chairman Nachman presiding. In attendance were Joyce Smith, Vice-Chair, C. Starlet Stevens, Secretary, Keith Balmer Director of Elections, Caitlin Shelton, Executive Assistant to Director Balmer and Board, Christian Javins, Election Services Assistant Manager, and Cynthia Johnson, Absentee Coordinator & ADA Compliance Officer.

### **PUBLIC COMMENT PERIOD FOR ITEMS ON THE ADENDA**

There were no public comments.

### **APPROVAL OF THE MINUTES**

Secretary Stevens had reviewed the minutes and advised the Board that she had found some punctuation and spelling errors on the June 28, 2022 minutes and corrected them. Secretary Stevens motioned and Vice-Chair Smith seconded that the minutes be approved as amended. All were in favor, motion passed.

### **INTRODUCTION OF NEW ASSISTANT TO THE ELECTORAL BOARD**

Director Balmer introduced Katherine Cardoza Executive Assistant to the Board and Communications Specialist; she will also assist Destiny Fleming, Voter Services Specialist. She will start this position on September 12.

### **PROJECTIONS FOR NOVEMBER ELECTION (BALLOT ORDER AND OFFICERS OF ELECTION)**

Director Balmer has ordered 43,700 ballots for early voting and 98,000 ballots for Election Day for a total of 141,700. We currently have 158,511 registered voters. We have 722 Election Officers (10 for each precinct); 200 of these officers are new. We also have 3 new precincts due to the recent redistricting: 311/Maggie Walker High School, 611/United Nations Church and 709/Main Street Station.

## **DATES FOR ELECTION OFFICER TRAINING**

Director Balmer reviewed the training schedule and noted that it would be done online. In person training will be done by appointment for any officers that do not internet access in their homes. The only in person training will be for the poll books and voting machines. Also, the Chief and Assistant Chief training will be in person.

Early voting training will take place on September 19 for the Main Office, September 20 for Hickory Hill and September 21 for City Hall.

## **DATES FOR LOGIC AND ACCURACY TESTING**

A total of 792 ballots will have to be run for early voting and mail ballots. It was recommended by Christian Javins, Election Services Assistant Manager that the Board could do a random testing if they so desired. He also indicated that his staff would be testing all of the machines. Secretary Stevens motioned that the Board do a random check, Vice-Chair Smith seconded. All were in favor, motion passed. This testing will be done on Wednesday, September 14 at 2:00 p.m. A second testing will be performed on Thursday, October 13 at 2:00 p.m. The poll book testing will be on Sunday, November 6 at 4:00 p.m.

## **OFFICER OF ELECTION APPRECIATION**

Director Balmer presented an idea to acknowledge Election Officers with 5, 10 or 20+ years of service. He indicated that he would like to have a plaque or certificate presented to these individuals. Secretary Stevens indicated that she did not like this idea and suggested that these officers should be acknowledged from a monetary standpoint. After some discussion, the Board and Director Balmer decided to revisit this at a later date.

## **REDISTRICTING UPDATE**

Director Balmer indicated that ELECT will mail out postcards to every registered voter in Virginia to alert voters to their new legislative districts and if applicable, new polling locations.

## **ABSENTEE BALLOT MAILING AND DROP BOX UPDATE**

Director Balmer said that 6,000 absentee ballots would be mailed out by Print Elect on September 16 and also noted that the deadline is September 22 as early voting starts on Friday, September 23.

A drop box will be located at each of these locations: Office of Elections, City Hall and Southside Social Services Building. These boxes will have 24 hour a day video surveillance. The drop boxes at City Hall and at the Southside Social Services Building are located inside the buildings. The box located at the Office of Elections will be located on the outside of the building in front of the door in view of the security guard. It will be securely bolted during voting hours in our building and then it will be placed inside the building at the end of the day. These boxes will be emptied each day by Election Officers and will be available from September 23 through November 7. Additionally, they will be available Saturday, October 29 and Saturday, November 5.

## **ELECTION NIGHT REPORTING AND SAME DAY REGISTRATION**

Election night reporting will be done via phone. Absentee ballots will be reported by precinct and results will be available on election night. Due to the reporting being done by precinct, this process will take longer to produce. Chiefs will be  
900 East Broad Street, Room 105, Richmond, Virginia 23219 ♦ (804) 646-5956 ♦ (804) 646-7848

required to bring in an extra USB on election night; this will enable the staff to produce a spread sheet for the Board to use in the canvass which will eliminate having to review all of the voting machine tapes. Director Balmer also noted that he has established a designated line for each of the nine districts in the City.

Same Day Registration becomes law on Tuesday, October 18. The deadline to register to vote is October 17. Director Balmer said that he has put extra election officers in the college precincts (101, 206, 213, 214, 306, 504 and 505). The State is doing a Webinex training session on Same Day Registration on August 31.

### **SUNDAY VOTING**

Director Balmer advised that he did not see the necessity of having every Sunday available for voting and suggested that Sunday voting would only be on Sunday, October 30. Vice-Chair Smith made a motion to approve this, Chairman Nachman seconded, Secretary Stevens opposed, motion passed.

### **NEW BUSINESS**

Director Balmer responded to issues presented by the Richmond City Republican Committee Integrity Team from the May 19 meeting.

The Richmond City Democratic Committee presented two election officer nominations, Clarice Anderson and Lavern Harris. Vice-Chair Smith motioned to accept the nominations, Secretary Stevens seconded. All were in favor, motion passed.

### **PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA**

Jane Newell representing the League of Women Voters was concerned about the confusion of voters regarding redistricting and also concerned that Henrico County had put information on their website but the City of Richmond did not.

John Ambrose representing the Richmond City Republican Committee Integrity Team recommended that the CAP training be corrected to be more thorough and also suggested that the Same Day Registration training being held on August 31 be available to everyone.

Sandra Antoine representing the NAACP is concerned about the status of ineligible voters and wants more of a check and balance about procedures. She also thanked the Board for allowing Sunday voting.

Debora Morton-Robins who is a Chief Officer of Election was concerned about the recent decision to raise the pay of all election officers with the exception of the Chiefs were given a pay increase recently. She indicated that this was not fair considering all of the responsibilities that the Chiefs have. Currently, Chiefs are paid \$230 per election. After some discussion between Director Balmer and the Board, Vice-Chair Smith motioned that Chiefs pay should increase to \$250 per election, Secretary Stevens seconded. All were in favor, motion passed.

### **ADJOURNMENT**

The meeting was adjourned by Chairman Nachman.

**NEXT MEETING DATE**

The next meeting to be determined.

ADJOURNMENT

There being no other business, the meeting was 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

Keith,

In order to have adequate documentation in this situation regarding the printer's oaths, please regard the following and reply to all recipients of this email:

**Oath Confirmation Information:**

1. Please confirm the total quantity of ballots that will be ordered by your jurisdiction.
2. Please confirm that your Electoral Board is authorizing that their representative for forms SBE-617 and SBE-619(1) would be one of the following Printelect employees:
  - a. Chris Andrews
  - b. Jeff Hudepohl
  - c. Paul Simon
  - d. Brandon Simmons
3. Please confirm that your jurisdiction is approving Printelect to complete the Oath set for this election, inclusive of:
  - a. Form SBE-616
  - b. Form SBE-617
  - c. Form SBE-618(1)
  - d. Form SBE-619(1)
  - e. Form SBE-619(2)
4. Please reply to this email with any questions or points of clarification regarding the oath set for the 2022 General Election Ballot Printing.

We will send hard copies with the ballot orders, as well as keep both digital and hard copies in our records.

Printelect is honored to be your partner for ballot printing! Please do not hesitate to contact Chris Andrews if you have any questions.

Tyler

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