

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
June 28, 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, Jerry Ingram, Deputy Registrar, Caitlin Shelton, Executive Assistant to Director Balmer and Board, Christian Javins, Assistant Technician, and Tyler Lincks, Representative of Print Elect

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

There were no public comment items.

### **APPROVAL OF THE MINUTES**

Secretary Stevens moved and Vice-Chair Smith seconded the minutes from May19, 2022 be approved. All were in favor, the motion passed.

### **DISCUSSION REGARDING THE POLLBOOK SOLUTION**

Director Balmer indicated that he had received an e-mail from Betty Burrell, Director of Procurement for the City of Richmond. She stated that the City's contract with KnowInk expires on July 9, 2022. These poll books were purchased in 2016 and the life expectancy of them as a general rule is 7 years. At this time, we have no available contract renewals or extensions. He indicated that we would be taking a big chance if we signed another contract with Knowinc given the age of the current poll books.

On Friday, May 13, our office served as the host site for a mock election featuring the ES&S Express Poll 7.2.4.0 Electronic Poll Book. In attendance were representatives from Print Elect and ES&S, Department of Elections, Electoral Board members and members of the Registrar's staff. Director Balmer issued a letter to the State Board of Elections indicated that the mock election was a huge success confirming that the Express Poll performed all the required functions based on the EPB Standards of 2020. Additionally, it was demonstrated how the Express Poll could be used with a printer to print a ballot on demand for the Express Vote ADA unit. Also, the mock election demonstrated that the Express Vote (ADA unit) and ExpressD200 (scanner) that

there was no connectivity between the poll book and the voting system. On May 24, the State Board of Elections certified the use of the Express Poll electronic poll books in elections in the Commonwealth of Virginia which allows ES&S to sell their express poll books. Additionally, Director Balmer and Tyler Lincks, ES&S representative traveled to Greenville, S. C. to observe a real election with the Express Poll in use. Director Balmer said that he visited two precincts and spoke with Election Officers and they said that had no difficulty with these pollbooks and that they had used them for several years with no issues whatsoever.

Director Balmer stated that he wanted to move forward with purchasing the ExpressPoll and the purchase price is \$320,000. He indicated that it is within our budget that City Council has approved. The support service would be \$37,500 per year; we also have to connect the software license and hosting services which is \$8,000 a year. We would be looking at \$45,000, so as long as we pay these warranty fees and maintenance fees, this equipment is covered in the event that something goes wrong.

Secretary Stevens made a motion that we purchase the new equipment from ES&S, Vice-Chair Smith seconded, all were in favor, motion passed.

### **NEW BUSINESS**

Director Balmer indicated that he had received a letter from Cynthia Newbille, Council President for the Richmond City Council requesting that we open the Hickory Hill satellite voting center at the same time as the Office of Elections Ms. Joyce Davis, Interim Council Chief of Staff. Ms. Davis made reference to the letter from Council President Newville. She asked that Hickory Hill be opened at the same time as the Office of Elections and explained that it can take 2 hours or more for some residents of South Richmond to travel to City Hall or the Office of Elections to vote. Chairman Nachman motioned to approve, Vice-Chair Smith seconded, Secretary Stevens opposed, motion passed.

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

Steve Grimsley, representing the Election Infrastructure Government Coordinating Council and Subsector Coordinating Council's Joint Mis/Disinformation Working Group spoke about starting a Rumor Control Page which is a web page that offers the public accurate and authoritative sources of information.

### **CLOSED SESSION - ANNUAL EVALUATION OF THE GENERAL REGISTRAR**

Secretary Stevens read the motion to hold a closed meeting pursuant to Section 2.2-3711(A) (1) of the Virginia Freedom of Information Act to perform the annual evaluation of the General Registrar. The Certification of Closed Meeting was read by Secretary Stevens according to Section 2.2-3712 of the Code of Virginia, all members of the Board signed "yes" to the certification unanimously.

## ADJOURNMENT

The meeting was adjourned by Chairman Nachman.

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### **NEXT MEETING DATE**

The next meeting date will be Tuesday August 23., 2022 at 4:00 p.m.

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