

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

“SIC ITUR AD ASTRA”

SUCH IS THE WAY OF THE STARS

## Electoral Board

Meeting Minutes  
September 10, 2019

### **CALL TO ORDER**

The regular meeting of the Electoral Board opened at 5:30 PM on the above date, Chairman James Nachman, presiding. In attendance were Joyce Smith, Vice-Chair; C. Starlet Stevens, Secretary; J. Kirk Showalter, General Registrar; Jerry Ingram, Deputy Registrar; Adriene Davis, Clerk and several Public Speakers.

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

There was a very lengthy discussion on why the referendum was not on the ballot.

Motion made by James Nachman that the Electoral Board will encourage the Richmond Circuit Court Judge Taylor to re-open this matter and look at signatures that were not counted and could not be verified because of improper addresses and that the Circuit Court hold a hearing about this and direct the Electoral Board and/or the Registrar to take another look to see if these people are qualified voters in the City of Richmond. Motion was seconded by Joyce Smith. Motion passed.

### **APPROVAL OF MINUTES**

The minutes of the July 16, 2019 meeting were approved as written on motion of Mr. Nachman and seconded by Starlet Stevens. Motion passed.

### **NOVEMBER ELECTION UPDATE**

- ✚ Before the November elections, the Registrar makes a projection of the number of voters in the precincts. This projection will determine the number of voters, which in turn will determine the resource allocation.
  
- ✚ All precincts seem to be okay with the exception of Precinct 104 which was over projected. The 1800 voters in the 9<sup>th</sup> District was split three ways instead of two ways. Kirk revised the projection and has another recommendation; to back down the number of ballots to 150 and keep the ballots that were ordered for precinct 104 on reserve in case another precinct needs extra ballots.

- ✚ This fall, Election Officers will be trained to assist in our training classes. Ms. Showalter approached officers who may be qualified to teach, also Jerry Ingram has a list of officers that are qualified to become trainers as well.
- ✚ Adriene Davis reported that the officer pins have been ordered but have not received a quote. 800 pins were ordered. Also, 889 officers have been assigned to precincts; not including the 28 assigned new officers.
- ✚ Ms. Showalter expressed her concern about the ability to run the call center because of the two factor authentication security requirement by the Department of Elections. DIT replaced the Samsung cell phones last November and replaced them with iPhones. The Samsung phones were to be put in surplus, but Ms. Showalter asked DIT to reconsider and not surplus them. 69 phones were to be put in surplus; 30 of them will be used for the Call Center.

#### **ANNUAL LETTERS TO POLLING PLACES AND ELECTION OFFICERS**

The annual letters were approved.

#### **PROPOSED MARCH 2020 ELECTION MATTERS**

- ✚ Letters for next year's election have been drafted. The Board gave Ms. Showalter permission to re-arrange items on the Canvassers form.
- ✚ Ms. Showalter was given permission to start processing absentee ballots on Monday instead of starting on Tuesday, the day of election.
- ✚ The Board members will re-assign to another area of the city. James Nachman will cover the East End and Northside, Joyce Smith will cover the West End and Starlet Stevens will cover the Southside.

#### **NO EXCUSE ABSENTEE VOTING AND FUTURE SPACE NEEDS UPDATE**

City Council has asked the Registrar to make a presentation on September 26 or 27, 2019 on early voting to the Governmental Operation meeting. She has asked the Board members to be present at this meeting.

#### **BUDGET PREPARATION FOR FY2020-21 UPDATE**

Ms. Showalter will be preparing the 5 year forecast that is due this Friday.

#### **NEXT MEETING DATE**

The next Board meeting will be held December 10<sup>th</sup> at 5:30 PM.

#### **OTHER BUSINESS**

The Board directs that a letter is drafted to Mrs. Clement to attend the next Board meeting to receive her request for explanation of dismissal.

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

No public attended for comment.

James Nachman called for any further business. 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