

# City of Richmond



CHERLYN STARLET STEVENS  
SECRETARY

JAMES M. NACHMAN  
CHAIR

JOYCE KING SMITH  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
February 1, 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 James Nachman presiding. In attendance were Joyce Smith, Vice-Chair, C. Starlet Stevens, Secretary, Keith Balmer, Director of Elections, Jerry INGRAM, Deputy Registrar and Caitlin Shelton, Executive Assistant to Director Balmer and the board. Additional attendees were Phyllis Riina, Ann Remick, BARBARA Zedler, John Ambrose, Susan Hoggi, Nancy Aldrich, Elizabeth Butler, and Ginny Anderson of the Republican Election Integrity Working Group. Also attending was Jane Newell of the League of Women Voters.

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

Phyllis Riina spoke about meeting minutes not being properly posted and made reference to 2.2-3707 in the Code of Virginia. Annett Post spoke about the incorrect reporting of results for the June 8, 2021 Primary and asked that the Board review the revised results, sign the revised Abstracts of Votes and submit the revised results to the Department of Elections.

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Barbara Zedler and John Ambrose spoke about the issue of underreporting of write-in votes in the McEachin Commonwealth Attorney race of November 2, 2021.

Susan Hoggi reported that Authorized Representatives were not allowed to observe the emptying of the Optical Scan ballot container.

Nancy Aldrich spoke about being told by Chairman Nachman during the pre-processing of mailed-in absentee ballots that use of or reference to the Virginia Election Laws was a prohibited activity.

Elizabeth Butler spoke about issues with the monitoring of drop boxes.

Ginny Anderson spoke about making sure we have party parity at all precincts.

### **Approval of the minutes**

We approved and signed the October 28, 2021 meeting minutes and signed them.

### **ELECTORAL BOARD ELECTION**

Chairman Nachman motioned for Joyce Smith as Vice-Chair, Secretary Stevens seconded, motion passed. Vice-Chair Smith motioned for Starlet Stevens as Secretary, Chairman Nachman seconded, motion passed. Secretary Stevens motioned for James Nachman as Chairman, Vice-Chair Smith seconded, motion passed.

### **POST-ELECTION REPORT**

Director Balmer reviewed the Post-Election Report and indicated that he would present this report after each election going forward. The issue about the security of the drop boxes was discussed. Director Balmer said at the present time, his office does not have control over the surveillance system because it is handled by the City of Richmond. Deputy Registrar Ingram said that she had put in our budget the amount of \$75,000 for cameras to use for surveillance of the drop boxes and indicated that she would not know the status of this item until next week.

### **UPDATE ON REDISTRICTING**

Director Balmer spoke that our city needs to be divided into 9 districts. The current population in the city is 228,501. He also stated that 25,389 is the limit that needs to be in a district and it can be adjusted either way by 5%. He said that redistricting will be decided at the City Council meeting on Monday, April 25, 2022.

### **UPDATE ON PRECINCTS**

Director Balmer said that he had notified City Council that we will need to create a new precinct, #311. At this time, we have 69 precincts and with the addition of this, it will be 70. Currently, we have three precincts that are overpopulated: #213/Carver Elementary, #609/Fire Station on Commerce, and #708/Main Street Station.

He recommends possibly moving #705/31st Street Baptist to Henry Marsh Elementary; #702/Fairmont House could possibly move to the Boys and Girls Club; #410/Thompson Middle School is being demolished and we will be moving to Huguenot High School. Director Balmer has been in discussion with Councilwoman Newbill regarding these changes.

### **LEGISLATIVE UPDATE**

Director Balmer reviewed the Summary of Bills of Interest to General Registrars and Electoral Boards and noted that HB305, SB211 and SB273 have both sides approval.

### **REPORTING ABSENTEE RESULTS BY PRECINCT**

Director Balmer noted that another bill that has bipartisan support is SB3. At the current time, absentee votes are reported by the Central Absentee Precinct; if this bill passes, absentee votes will be reported by precinct.

### **UPDATE ON RANKED CHOICE VOTING**

Localities could have this for Board of Supervisors or City Council elections. In Richmond, City Council would need to pass this. If they do pass, it is good for a 10 year period. This would entail a 3 page ballot and the locality has to notify the voters.

### **ELECTION OFFICER TRAINING UPDATE**

Director Balmer is moving in the direction of more on line training. He is talking with Elect Sure about this process and noted that Fairfax County is currently using this system and is pleased with the success. He will schedule a live demo at our next meeting.

### **OFFICE CHANGES**

Adriene Davis will be paying bills and working with the budget and her title will be Fiscal Assistant.

Caitlin Shelton will be taking over the Election Officer Management.

A new position will be created and the person for this position will have communications and outreach experience.

### **NEW BUSINESS**

Secretary Stevens noted that Elizabeth Butler with the Richmond Republican Committee submitted a new person, Barbara Ambrose to serve as an Election Officer.

Secretary Stevens motioned that we confirm the discrepancy in the write-in votes for the Commonwealth Attorney race in November 2021, Vice-Chair Smith seconded, motion passed.

Secretary Stevens motioned that Director Balmer get written confirmation that the video footage of our 2 secured drop boxes includes a full image of each drop box and the video will be kept as directed by the GREB Handbook. It was noted by Deputy Ingram that she has made numerous attempts of talking with the City to no avail. She is going to contact Lincoln Saunders in the Mayor's office to address this issue.

### **CLOSED SESSION**

Secretary Stevens read the motion to hold a closed meeting pursuant to Section 2.2-3711(A) (19) of the Virginia Freedom of Information Act to discuss personnel.

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.

**NEXT MEETING DATE**

The next meeting date will be Tuesday, March 29, 2022 at 4:00 p.m.

**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