

# City of Richmond



CHERLYN STARLET STEVENS

CHAIRWOMAN

KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH

SECRETARY

## Electoral Board

January 22nd, 2025

Meeting Minutes

### **CALL TO ORDER**

Chairwoman Cherlyn Stevens called the meeting to order at 10:10am with Secretary Joyce Smith in attendance.

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

No members of the public signed up to address items on the agenda.

### **APPROVAL OF THE MINUTES**

Secretary Smith makes a motion to approve the minutes from December 10th, 2024. All were in favor and the motion passes to approve the previous meeting minutes.

### **PERSONNEL CHANGES**

Interim Registrar Tina Crump advised the Electoral Board that she will need additional time to address this topic on the agenda, to have meetings with the proper individuals involved.

### **BUDGET**

Interim Deputy Registrar Adriene Davis handed out copies to the Electoral Board of the Office of Elections adopted annual fiscal budget for 2025. This handout includes the approved budget for 2025 and the amount that is remaining in the office's current budget as of December 31st, 2024. The remaining amount in the budget will last until July 1st, 2025.

## **APPOINTMENT OF NEW ELECTION OFFICERS**

Vanessa Floyd, Election Officer Manager, states that there is about 1,000 election officers that have been approved and appointed by the Electoral Board. Due to not having a current Registrar, swearing in new election officers has been placed on hold. Ms. Floyd says there is about 550 new election officers that applied before the General Election in 2024, and that she will resume the process of approving new election officers once a new Registrar is appointed.

Ms. Floyd hands out a correspondence letter that she wants to send out to the facilities and election officers.

This correspondence letter includes information about the two upcoming elections this year and a reminder for facilities that they are a designated polling place. Ms. Floyd says that her staff has already contacted all of the facilities involved.

In addition, Interim Registrar Tina Crump discusses two precincts. Precinct 606: Hoshkins and Precinct 911: South Side Community Center that have been closed. Ms. Crump states that her and Ms. Floyd will reach out to the liaison for that city council person to find out if either of those facilities will be open and available for the upcoming June election. Another concern that Ms. Crump mentions is Richmond public schools (RPS), as RPS did not allow the Office of Elections to have elections in the schools in June of last year because it was during summer school.

Chairwoman Stevens addresses Precinct 310: Calhoun Center. Ms. Stevens mentions that Secretary Smith has spoken with a minister of a church near Precinct 310, and has indicated that they would be willing to let the Office of Elections use that church as a polling place. Chairwoman Stevens asks the Office of Elections staff to look into this option and to reach out to the minister to make sure all boxes are checked off in the sense of adequate parking and ADA compliances to have this church as a precinct.

## **INFORMATION FROM CHAIRWOMAN STEVENS**

Chairwoman Stevens states that the Electoral Board will be scheduling to meet with 3 election officers in a closed session in the next electoral board meeting in February.

Ms. Stevens discusses that she has spoken with HR and that HR put a nationwide search for the new registrar. 39 applications have been received and Ms. Stevens suggests to have a closed session to look over all of the applicants to narrow it down to five to ten applicants that will be interviewed.

In addition, Vanessa Floyd asks Chairwoman Stevens about a post-election meeting for Chiefs and Assistant Chiefs. Chairwoman Stevens asks Ms. Floyd to come up with a date for the post-election meeting and to let the electoral board know when that has been decided.

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

No members of the public signed up to address items not on the agenda.

## **CLOSED SESSION - PERSONNEL DISCUSSION**

The Electoral Board entered a closed session to discuss personnel matters regarding the Office of Elections.

## **PUBLIC SESSION**

The Electoral Board entered back into an open session and called Cynthia Johnson and TaShawna Johnson into the public meeting. Interim Registrar Tina Crump informs both individuals that Cynthia Johnson will be the Absentee Coordinator and TaShawna Johnson will be her assistant and will work closely with CAP. The overall processes of the Absentee area will be led by Cynthia Johnson.

### **NEXT MEETING DATE**

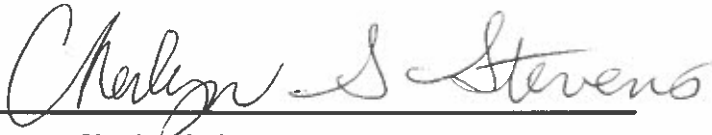
The next Electoral Board meeting will take place on Wednesday, February 12th at 10:00am.

### **MEETING ADJOURNMENT**

The meeting was adjourned by Chairwoman Cherlyn Stevens.

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There being no other business, the meeting was adjourned.

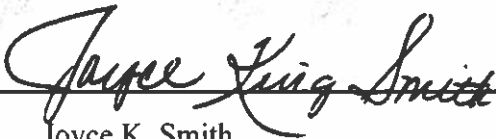


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Cherlyn S. Stevens  
Chairwoman to the Electoral Board

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Kate Maxwell  
Vice Chair to the Electoral Board



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Joyce K. Smith  
Secretary to the Electoral Board