

BILL PANTELE
CHAIR

City of Richmond

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY



Electoral Board

Meeting Minutes
March 18th, 2026

CALL TO ORDER

The meeting was called to order at 1:04 p.m. by Chair Bill Pantele. Also in attendance were Vice Chair Joyce K. Smith and Secretary Cherlyn S. Stevens. Introductions of the Board were made, followed by a welcome. Secretary Cherlyn S. Stevens moved to adopt the agenda.

Vice Chair Joyce K. Smith seconded the motion. All members were in favor, and the motion passed.

STAFF IN ATTENDANCE

- David Levine, General Registrar / Director of Elections
- Tina Crump, Deputy Director of Elections
- Caitlin Shelton, Executive Assistant
- Cynthia Johnson, Absentee Coordinator
- Cassandra Harris, Election Services and Operations Manager
- Aliya Daniels, Research and Policy Analyst
- Nicole Hicks, Voter Outreach and Communications

PUBLIC IN ATTENDANCE

- Sandra Antoine, NAACP

APPROVAL OF PREVIOUS MEETING MINUTES

Executive Assistant Caitlin Shelton requested approval at this time. Vice Chair Joyce K. Smith moved to approve the February 25th, 2026 minutes. The motion was seconded and passed unanimously.

CLOSED SESSION

Secretary Stevens moved that the Board enter into closed session at **1:10 PM**, pursuant to **Virginia Code § 2.2-3711(A)(35)**, for the purpose of discussing confidential election security matters, including:

- Locality Election Security Standards (LESS)
- Security protocols for ballots and voting equipment
- Risk assessments of electoral procedures

This action is authorized under **Virginia Code § 24.2-625.1** and related provisions.

The motion was seconded and approved unanimously.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

One member of the public, **Sandra Antoine**, signed up to speak.

Ms. Antoine expressed concerns regarding outreach for the upcoming special election. She noted the lack of radio advertising and the loss of the *Richmond Free Press* as a communication outlet. She emphasized that some residents do not receive the *Richmond Times-Dispatch* or subscribe to other news platforms, making it difficult to disseminate important election information.

She shared that she frequently receives questions such as where and when to vote and stated that additional outreach efforts—including possible advertising—may be necessary. She also noted that she provides transportation to voters within the community.

OPEN SESSION

Polling Place Changes & Voter Notifications

Presenters: General Registrar **David Levine** and Deputy Director **Tina Crump**

- **Precinct 307** (Ginter Park Presbyterian Church, 3601 Seminary Ave) will be relocated to **Precinct 302 (MAPS Global, 3121 Moss Side Ave)**.
- **Precinct 215 (Midtown Green)** is under renovation and will be relocated to **Diversity Thrift (1407 Sherwood Ave)**.

Notifications to affected voters have been drafted and will be mailed.

It was noted that Communications and Outreach Coordinator **Nicole Hicks** assisted with outreach efforts for Precinct 215.

Chairman Pantele led a discussion regarding signage for polling location changes. Staff confirmed that proper signage will be in place.

Absentee Pre-Processing Calendar

Presenter: Cynthia Johnson, Absentee Coordinator

Ms. Johnson presented the pre-processing calendar for the **April 21st, 2026 Special Election**.

Pursuant to applicable Virginia Code requirements, pre-processing meetings will occur on:

- **April 6th, 2026**
- **April 17th, 2026**

These dates meet the statutory requirements.

Introduction of New Staff

General Registrar **David Levine** introduced **Aliya Daniels**, the new Research and Policy Advisor.

Ms. Daniels provided an overview of her educational background, including studies in international law and political science. Mr. Levine acknowledged her qualifications and thanked former Vice Chair **Kate Maxwell** and Deputy Director **Tina Crump** for their assistance in the hiring process.

Human Resources Updates

Mr. Levine provided updates on staffing:

- Reposting of the **Voter Services Manager** position
- Posting of:
 - Two **Election Specialist** positions
 - One **Deputy Registrar** position

All postings will remain open from **March 11th, 2026 through April 12th, 2026**.

Secretary Stevens inquired whether these positions were approved by City Council.

Mr. Levine confirmed that the positions were previously approved but vacant, and must be filled to avoid losing them.

Chairman Pantele inquired about salary ranges and classification. He also shared the Mayor's Budget Ordinance and noted opportunities for improving staff classifications to ensure competitiveness.

April 2026 Special Election Reminders

Presenter: Tina Crump

- **Sunday, April 19th, 2026** – L&A testing of electronic poll books
 - Time confirmed: **2:00 PM**
 - **Provisional Meeting:** Saturday, April 25th, 2026 at 3:00 PM
 - **Abstract Deadline:** Monday, April 27th, 2026 (time TBD)
-

August 2026 Primary Election Updates

Presenter: David Levine

- **Primary Election Date:** August 4th, 2026
- **Early Voting Begins:** June 18th, 2026
- **Office Closed:** June 19th, 2026 (Juneteenth Holiday)
- **Voter Registration & Absentee Deadline:** July 24th, 2026
- **Sunday Voting:** July 26th, 2026 (1:00 PM – 5:00 PM at all satellite locations)

Mr. Levine noted that the primary election is budgeted; however, due to two unplanned special elections, budget constraints may arise.

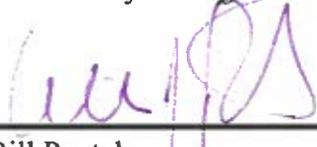
Chairman Pantele emphasized the importance of having key dates in advance for planning purposes.

MEETING ADJOURNMENT

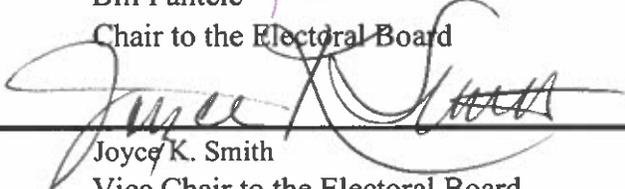
The meeting was adjourned at 2:19 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned.

NEXT MEETING DATE

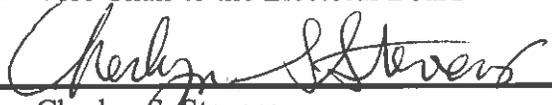
No future meeting date was made at this time. However, the City of Richmond Electoral Board will be here for logic and accuracy testing of voting equipment on March 27th, 2026 @ 1:00pm



Bill Pantele
Chair to the Electoral Board



Joyce K. Smith
Vice Chair to the Electoral Board



Cherlyn S. Stevens
Secretary to the Electoral