

BILL PANTELE
CHAIR

JOYCE K. SMITH
MADAM VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board
Meeting Minutes
June 17th, 2026

CALL TO ORDER

The meeting was called to order at 10:04 a.m. by Bill Pantele. Introductions were made by all attendees.

Approval of Agenda

Secretary Cherlyn S. Stevens motioned to adopt the agenda. Chairman Bill Pantele 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
- ☐ Caitlin Shelton, Executive Assistant
- ☐ Dr. Cassandra Harris, Election Services & Operations Manager
- ☐ Nicole Hicks, Communications & Outreach Coordinator (remote participation)

PUBLIC IN ATTENDANCE

- ☐ Jane Newell League of Women Voters
- ☐ Mary Crutchfield League of Women Voters

APPROVAL OF PREVIOUS MEETING MINUTES

Secretary Cherlyn S. Stevens motioned to approve May 13th, 2026, and June 3rd, 2026 meeting minutes. Chairman Bill Pantele seconded that motion. All were in favor of the motion unanimously passed.

CLOSED SESSION

The Board agreed to move Closed Session to the end of the meeting agenda. At 12:17 p.m., the Electoral Board entered Closed Session pursuant to **Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act** for the purpose of discussing **personnel matters**.

At 12:34 p.m., the Electoral Board exited Closed Session and reconvened in open session.

Upon returning to open session, **Secretary Cherlyn S. Stevens** read the certification statement, and each Board member certified that, to the best of their knowledge, **only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the Closed Session were heard, discussed, or considered during the Closed Session.** The certification was approved unanimously.

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

Jane Newell spoke during public comment and requested that Electoral Board meeting notices continue to be sent via email in addition to being posted on the Office of Elections website. Staff responded by discussing recent website updates and ways for the public to access meeting information.

OPEN SESSION

August 4, 2026, Republican Primary Updates

Provisional Ballot Meeting Date

Deputy Director Tina Crump recommended scheduling the Provisional Ballot Meeting for: Tuesday, August 11, 2026, at 1:00 p.m.

The recommendation reflected recent legislative changes extending election certification timelines from six to ten days.

Motion: To approve Tuesday, August 11, 2026, at 1:00 p.m. as the Provisional Ballot Meeting date.

Action: Motion approved unanimously.

Election Officer Training and Staffing Update

Dr. Cassandra Harris presented updates regarding election officer training and staffing preparations for the August Primary. The presentation focused on continuous improvement and responding to election officer feedback. Key initiatives included:

- Increased hands-on and active participation training
- Individual coaching and one-on-one instruction
- Small-group and breakout sessions
- Training closer to election events to improve retention
- Enhanced development of chiefs and assistant chiefs
- Emergency and situational training exercises
- Expanded opportunities for chief and assistant chief development and succession planning

Staff also introduced:

Open House Training

- Voluntary, non-paid training opportunity
- Small-group and one-on-one assistance
- Intended to create a relaxed environment for questions and additional support

Super Saturday Training

- Full-day, hands-on training event
- Designed specifically for chiefs and assistant chiefs
- Focused on practical application and leadership development

Board members discussed:

- Distinguishing mandatory versus voluntary training opportunities
- Compensation practices for optional training sessions
- Maintaining clear communication with election officers regarding expectations and attendance requirements.

Floating and Reserve Election Officer Program

Staff proposed piloting a floating chief election officer position during early voting to:

- Provide operational flexibility
- Create a pipeline of experienced chief election officers
- Serve as emergency support during staffing shortages

Additionally, staff discussed establishing reserve election officers who could be deployed on Election Day if unexpected vacancies occurred.

Board members expressed support for the initiative and encouraged continued evaluation of the program.

Election Officer Recruitment and Staffing

Staff reported:

- Approximately 150 active election officer applicants are currently in the recruitment pipeline.
- Applicants are informed that the expectation is to work multiple elections.
- Recruitment efforts continue through social media and the Department of Elections website.

Discussion included:

- Placement flexibility and precinct assignments
- Balancing election officer preferences with operational needs
- Incorporating questions regarding travel flexibility into the application process
- Improving communication with applicants and monitoring application status updates

The Board also discussed:

- Exploring a High School Page Program
- Expanding outreach opportunities through City Council newsletters and community organizations
- Conducting future Chief Election Officer roundtable discussions to obtain feedback from experienced election officers.

Polling Place Updates

Staff reported that two polling locations would be unavailable for the August Primary:

- Precinct 302 – Maps Global
- Precinct 307 – Presbyterian Church

Alternative locations under consideration included:

- Police Academy
- Imperial Plaza

Staff advised that voter notifications, website updates, signage, and media communications would be utilized if polling place changes become necessary.

Human Resources Updates

Mr. Levine announced the following personnel updates:

Permanent Staff Appointments

- Seth Hamalan– Election Specialist
- Myra Mendez – Deputy Registrar
- Alexandra Hausman – Election Program Specialist

Mr. Levine also announced that:

Stephen (Steve) Labus will join the Office of Elections as the Voter Services Manager on June 29, 2026. Labus most recently served as Elections Manager in Culpeper County and previously served in Albemarle County. The Board congratulated the new employees and commended staff on the successful hiring process.

Legislative Updates

At the Board's request, the Closed Session agenda item was moved later in the meeting to allow completion of legislative updates. A brief recess was taken before legislative discussions commenced. Research and Policy staff presented updates on recently enacted election legislation, including:

- Voting rights of individuals under guardianship or conservatorship (SB 34)
- Restrictions regarding voter registration inducements and exceptions (HB 113)
- Counting machine-readable ballots and duplication procedures (HB 968)
- Restoration of rights constitutional amendment process
- Extended absentee ballot cure deadlines
- Candidate qualification challenges (SB 169)
- Removal procedures for Electoral Board members and General Registrars (HB 41)
- Expanded polling place restrictions and firearm prohibitions within 100 feet of election activities (HB 909)
- Electoral Board identification requirements on Election Day (HB 234)
- Potential language access requirements under the Virginia Voting Rights Act, including possible Spanish-language election materials if Richmond is designated a covered locality.

MEETING ADJOURNMENT

With no further business before the Board, Chairman Bill Pantele adjourned the meeting at 10:17am.

NEXT MEETING DATE

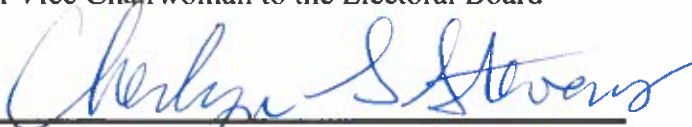
The City of Richmond Electoral Board will conduct the Logic and Accuracy (L&A) testing of voting equipment on Friday, July 10, 2026, at 11:00 a.m. The Electoral Board meeting will immediately follow at 12:00 p.m.



Bill Pantele
Chair to the Electoral Board



Joyce K. Smith
Madam Vice Chairwoman to the Electoral Board



Cherlyn S. Stevens
Secretary to the Electoral