



# Election Insider

April 9, 2024



## Introduction

Hi all, it's been quite a while since a newsletter for election officers has been issued. With the June primary and November general election this year, our office is bound to have many changes and the best way to keep everyone updated is through a newsletter.

**Each issue of Election Insider will be sent out to the officers after an Electoral Board meeting.** The newsletters will be sent out through Integra, an online training system that will be discussed later in this issue.

There are also some structural changes and new additions to the Election Officer and Training team, so there will be new and familiar faces that will appear.

We are expecting to know if there will be a June primary on **April 8** and the team will notify everyone the same day. We appreciate everyone's dedication and patience this past election. Without further ado, here is the new Election Officer and Training team.

# Structural Changes

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## Vanessa Floyd Election Operations Manager

My name is Vanessa Floyd, and my journey through the realm of elections has been a colorful adventure since 2012. It all began with a temporary stint in Room 105 of the Voter Registration Office at City Hall, a stepping stone that eventually led me to secure full-time employment in February 2016. I found myself immersed in various responsibilities until I left for a new job in August 2020. In December 2021, the twists and turns of fate led me back to the Office of Elections.

Since my triumphant return, I've donned many hats within the electoral landscape. Now, I stand on the cusp of a new chapter, brimming with excitement as I step into the brand-new role of Election Operations Manager, alongside my esteemed team. As I embark on this journey, I humbly seek your guidance and patience.

Of all the roles I've occupied, none have captured my heart quite like working in elections. The dynamic nature of each day, particularly on Election Day itself, fills me with a sense of purpose unlike any other. This year promises to be a whirlwind of activity, and I am poised to make it my most successful professionally.

In the realm beyond elections, I juggle the joys of parenthood with one child and revel in the love of three grandchildren. When I do manage to steal a moment for myself, you'll likely find me indulging in my passion for travel, cherishing quality time with loved ones, or grooving to the tunes of live concerts. Last year, I had the privilege of witnessing Diana Ross in all her glory – an experience that still resonates as the pinnacle of concert perfection.

As for what I hold dear, it's the unwavering truth that our collective efforts hinge on the invaluable contributions of each and every one of us. We truly could not do what we do without Y-O-U!





## **Emmoni Spell**

### **Precinct Manager**

My name is Emmoni Spell and I am a Precinct Manager. I have been with the City of Richmond Office of Elections since September 2021. I worked with the voter registration team where I was a part of the data entry team. Day to day tasks in the team included processing voter registration applications, call center, and any other duties assigned. After about 1 year and three months I transitioned from the voter registration team and was promoted to working with the election officers. In my spare time I enjoy being a mom to my beautiful two-year-old daughter, Laila.

## **Adrianna Jones**

### **Precinct Manager**

Hello, My name is Adrianna Jones and I'm a Precinct Manager. I've been at the Office of Elections for about 8 months now. I was previously an assistant registrar working in the Voter Registration department. My tasks included data entry, scanning, and uploading documents.

My goals for this year are learning a lot, being confident in my answers, and being confident in what I do. I'm excited on my new journey of being an Election Officer Specialist and everything that will come with it. I really enjoy working here. Everybody has been so nice and welcoming. :)





## **Patricia Haden**

### **Assistant**

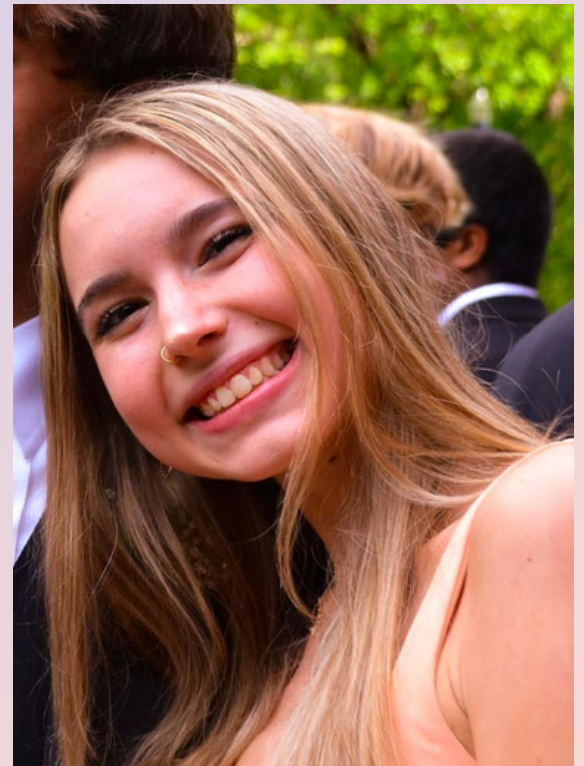
Another familiar face is Patricia Haden. Pat first became an election officer herself after being inspired by the 2008 presidential election. Her diligence led her to be the chief election officer in her precinct. When Early Voting was first instituted in 2020, her dedication to public service was recognized and she was brought onto the Election Officer and Training team.

In Pat's free time, she loves to travel, spend time with family, community service projects and crafting.

## **Kaitlyn Tomlin**

### **Election Intern**

Hello! My name is Kaitlyn Tomlin and I am currently a second-year undergraduate student at VCU; I am currently studying Political Science with a focus in International Relations. I was born in Richmond and have been here for my whole life and I absolutely love this city. One of my favorite hobbies is reading, especially when it is related to information that I know little about. My career aspirations are to work in foreign affairs in some respect, whether that is being a foreign service officer or specifically working in international law. This is the reason why I felt so drawn to this internship position, as I feel that in order to want to work on the global scale that it is imperative to first get involved on the local level. I am super excited to start this position and to work with the entire elections team!





# Integra, what is it?

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For quite some time our General Registrar has been speaking about in training classes called Integra. What is Integra you ask? Integra is a software system that allows:

- Election Officers to create a citizen portal
- Election Officers to sign up for training specific to their role at the precinct
- Election Officers to reschedule their classes
- Training class reminder emails be sent to you
- Precinct chiefs to view their staff
- Our office to send mass emails and texts so that we can notify you as a moment's notice
- Our office to track training class attendance
- Our office will be able to upload your documents, i.e.: Oath Form, 22nd Century documents, etc.

We are currently in the process of transferring our Election Officer data from our files into Integra. We have about 80% of our Election Officers in Integra's system, but we are working diligently to obtain 100%. You will need an email address to access Integra. If you have a question of what email address we have on file for you, please contact our Election Officer Hotline at 804.646.4411. Our goal is to have Integra in place by the end of April 2024.

**Please note: With the implementation of Integra, you will need to sign up for training classes. You will not be able to attend class if your name is not on the roster.**

**Scan for Integra**





# Thank you Caitlin, from Keith

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I'm thrilled to extend a heartfelt appreciation to Caitlin Shelton for her incredible dedication and hard work over the past two years! When I stepped into the role of General Registrar, the concept of an Election Officer department was merely a seedling, with Adriene Davis as its sole caretaker. However, Caitlin took that vision and transformed it into a thriving reality. With her unwavering determination, boundless grit, and infectious positivity, Caitlin infused life into our Election Officer department, allowing it to take root and flourish.

While I understand that change can sometimes be challenging, I'm confident that this transition will open up new avenues for Caitlin to utilize her remarkable talents. She'll now be focusing on outreach initiatives aimed at inspiring our high schoolers to get excited about registering to vote, particularly in anticipation of the upcoming November election.

**I kindly request that you direct any inquiries away from Caitlin regarding her previous role, as she's now fully engaged in her new endeavors.** Let's support Caitlin as she embarks on this exciting journey, and let's continue to champion the growth and success of our Election Officer department together!

## To Election Officers

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On behalf of the office, I would like to thank everyone for their hard work in the March primary. Being able to dedicate your time and energy into public service is an honorable thing.

I have met many of the election officers and seeing how passionate each officer is reminds me why I wanted to work in elections in the first place. My job at the office is Public Relations and I have a background in political science and journalism. Keith and Vanessa have given me the opportunity to tie my interest in writing and elections together, which is why I am tasked with authoring Election Insiders.

You will be hearing from me more often and I look forward to learning from each and one of you. Your devotion, engagement, and commitment is critical to the community. We appreciate your role and effort in continuing to keep democracy flourishing. Thank you!

Selna Shi, Public Relations