

City of Richmond



CHERLYN STARLET STEVENS

CHAIRWOMAN

KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH

SECRETARY

Electoral Board

December 10th, 2024

Meeting Minutes

CALL TO ORDER

Chairwoman Cherlyn Stevens called the meeting to order at 4:00pm with Secretary Joyce Smith in attendance and interim board member Kate Maxwell.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Katherin Cardozo-Robledo - Executive Assistant

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no speakers for public comment for items on the agenda.

APPROVAL OF THE MINUTES

Vice-Chair Maxwell makes a motion to approve the minutes from December 4th, 2024. Secretary Smith seconds, all were in favor and **the motion passes to approve the previous meeting minutes.**

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

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

PUBLIC SESSION

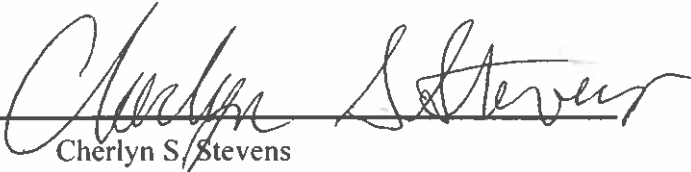
The Board entered back into an open session and interim Vice-Chair Maxwell made the following motions: Vice Chair Maxwell moves that Registrar Balmer be placed on paid leave for the remainder of his term as Registrar. Tina Crump will be appointed as interim Registrar until the electoral board can find a replacement. Dr. Winborne will be directed to inventory the Office of Elections and collect all materials in the possession of Mr. Balmer and Ms. Richardson. Secretary Smith seconds this motion. **All were in favor and the motion passes.** Vice Chair Maxwell moves that the electoral board does not approve a severance package for Mr. Balmer. Secretary Smith seconds this motion. **All were in favor and the motion passes.** Lastly, Vice Chair Maxwell moves that the board solicits a proposal from David Levine for consulting services for evaluation at the elections office in order to aide the board in its search for a new General Registrar. Secretary Smith seconds this motion. **All were in favor and the motion passes.**

MEETING ADJOURNMENT

The meeting was adjourned by Chairwoman Cherlyn Stevens.

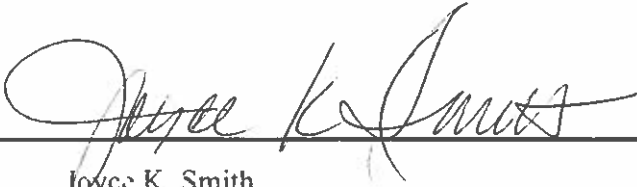
Meeting Minutes
December 10th, 2024
Page 2

There being no other business, the meeting was adjourned.



Cherlyn S. Stevens
Chairwoman to the Electoral Board

Kate Maxwell
Vice Chair to the Electoral Board



Joyce K. Smith
Secretary to the Electoral Board