

City of Richmond



CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes
August 21st, 2025

CALL TO ORDER

Chairwoman C.Starlet Stevens called the meeting to order at 03:00PM with Secretary Joyce K. Smith in attendance and Vice Chair Kate Maxwell.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Caitlin Shelton- Executive Assistant to City of Richmond Electoral Board

Vanessa Floyd-Election Services Manger

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There was no public comment on the agenda. Board meeting Went into closed session.

APPROVAL OF THE MINUTES

No minutes available for approval currently.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

Today's Electoral Board Meeting was not open to the public.

CLOSED SESSION

Secretary Joyce K. Smith moved that the City of Richmond go into a closed session pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss personnel matters. Recommendations were presented by Vanessa Floyd, Election Services Manager. The Electoral Board adjourned the closed session at 5:30 PM

PUBLIC SESSION

General Registrar David Levine provided an update on recent employee departures pursuing other job opportunities, current open positions, and the ongoing hiring process. He also invited Board members to participate in upcoming interview sessions.

MEETING ADJOURNMENT

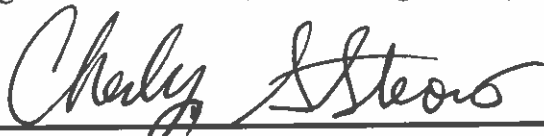
The meeting was adjourned by Vice Chairwomen Kate Maxwell.

NEXT MEETING DATE

The next meeting date will be Wednesday August 27th, 2025, at 12:00pm.

ADJOURNMENT

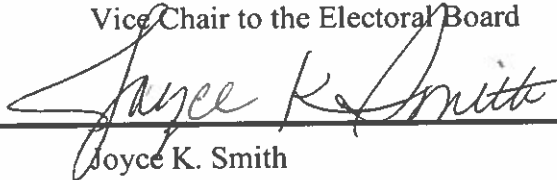
There being no other business, the meeting was adjourned



C. Starlet Stevens
Chairwoman to the Electoral Board



Kate Maxwell
Vice Chair to the Electoral Board



Joyce K. Smith
Secretary to the Electoral Board