

BILL PANTELE
CHAIR

JOYCE K. SMITH

VICE-CHAIR

CHERLYN S. STEVENS
SECRETARY

City of Richmond



Electoral Board

Meeting Minutes
February 4th, 2026

CALL TO ORDER

The meeting was called to order at **1:30 p.m.** by **Chair Bill Pantele**. Also in attendance were **Vice Chair Joyce K. Smith** and **Secretary Cherlyn S. Stevens**.

STAFF IN ATTENDANCE

- ☐ David Levine, General Registrar / Director of Elections
- ☐ Tina Crump, Deputy Director of Elections
- ☐ Caitlin Shelton, Executive Assistant
- ☐ Cassandra Harris, Election Services and Operations Manager
- ☐ Vanessa Floyd, Election Officer Manager
- ☐ Nicole Hicks, Voter Outreach and Communications
- ☐ Michael Winbourne, Head of Security, City of Richmond

PUBLIC IN ATTENDANCE

- ☐ Mary Crutfield, League of Women Voters
- ☐ Jane Newell, League of Women Voter
- ☐ Sandra Antoine, NAACP
- ☐ Brian Prince

APPROVAL OF PREVIOUS MEETING MINUTES

Executive Assistant **Caitlin Shelton** requested approval of the meeting minutes from **December 29th, 2025;**
January 4th, 2026.

January 7th, 2026, and January 9th, 2026.

Vice Chair **Joyce K. Smith** moved to approve the minutes as presented. All members were in favor.
Motion passed.

CLOSED SESSION

The City of Richmond Electoral Board entered into closed session at **1:36 p.m.** pursuant to **Section 2.2-3711(A)(7)** of the Virginia Freedom of Information Act to discuss legal matters for the City of Richmond. The only staff briefing the Board during closed sessions were:

- David Levine, Director of Elections
- Tina Crump, Deputy Director of Elections
- Nicole Hicks, Voter Outreach and Communications

PUBLIC COMMENT – ITEMS ON THE AGENDA AND OFF THE AGENDA

Public comment was originally moved to the beginning of the agenda following approval of the minutes; however, the Board also allowed public comment at the end of the meeting when a speaker arrived late. **Sandra Antoine** was the first speaker during public comment. She thanked the Office of Elections for its work and inquired whether it would be possible to offer at least one Sunday of voting.

Mr. Brian Prince also provided public comment. He spoke regarding the Inspector General report and asked whether the issues identified be revisited.

OPEN SESSION

Adoption of Agenda- Secretary Cherlyn S. Stevens moved to adopt the current agenda. All members were in favor. Motion passed.

Election Officer Training- Vanessa Floyd, Election Officer Manager, presented her plan for training Election Officers. She discussed her vision for a more hands-on training approach and stated that additional paperwork would be incorporated into all city training sessions.

IX. 2026 Local Election Security Standards (LESS) and Annual Voting System Security Plan (VSSP)

Cassandra Harris briefly explained security details related to the City of Richmond's voting equipment. She stated that a full presentation would be provided at a later date once the security plan is completed.

X. Recess

Chair **Bill Pantele** moved that the Board recess for five minutes at **2:05 p.m.** The Board reconvened at **2:10 p.m.**

Reconvened Public Session

The City of Richmond Electoral Board reconvened into open session at **1:50 p.m.**

The Board approved and appointed Officers of Election from the political parties in accordance with **§ 24.2-115**.

Secretary **Cherlyn S. Stevens** moved to approve the current list of Officers of Election. All members were in favor. **Motion approved.**

Secretary Stevens also suggested allowing **two greeters at Precinct 214** due to high voter turnout, noting that the location has an effective physical setup. She further recommended additional greeters at other high-turnout precincts.

Chair **Bill Pantele** suggested improving signage at several locations, recommending the use of duct tape instead of painter's tape. He specifically noted precincts with high provisional voter activity, including **504, 505, 214, 311, 310, and 607**, as well as college precincts.

Starlet moved to approve the ballot order. All members were in favor. **Motion passed**

MEETING ADJOURNMENT

The meeting was adjourned at 1:05 PM by Chair Bill Pantele. There being no other business, the meeting was adjourned

NEXT MEETING DATE

The **Canvass Meeting** will take place on **Wednesday, January 7th, 2026**.

Bill Pantele
Chair to the Electoral Board

Joyce K. Smith
Vice Chair to the Electoral Board

Cherlyn S. Stevens
Secretary to the Electoral