

City of Richmond



CHERLYN STARLET STEVENS
CHAIRWOMAN

JOHN N. AMBROSE
VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes

Tuesday, February 13th, 2024

CALL TO ORDER

The regular meeting of the Electoral Board was opened with Chairwoman Cherlyn S. Stevens presiding.

In attendance were Joyce Smith; Secretary, John N. Ambrose; Vice-Chair, Keith Balmer; General Registrar of Elections, Jerry Richardson; Deputy Director, Katherin Cardozo; Executive Assistant, Kara Wilson; Compliance Officer, and Caitlin Shelton; Election Officer Manager.

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

Madam Chair Stevens called the meeting to order at 10 AM. The first agenda item was opened for speakers, but Ms. Cardozo informed the Board that no one had signed up to address the agenda items.

APPROVAL OF THE MINUTES

The approval of the minutes from the previous board meeting on December 19th, 2023 was the second item on the agenda. The board voted to approve the minutes.

APPOINTMENT OF OFFICERS OF ELECTION

Caitlin Shelton, Election Officer Manager, presented to the electoral board a list of names to be appointed as officers of elections. The board has no questions regarding the list of names besides the sorting of names. Vice-Chair Ambrose sets a motion to approve the list of 474 election officers provided by Ms. Shelton. Secretary Smith seconds. All were in favor, **the motion passes**.

BOARD OF ASSIGNMENTS

Chairwoman Stevens asks the board if there will be any changes to their assignments. Vice-Chair Ambrose makes a motion to keep the same board assignments. Secretary Smith seconds. All were in favor, **the motion passes**.

PRECINCT ASSIGNMENTS

Chairwoman Stevens brings up the topic of precinct assignments for the upcoming election. She states that Secretary Smith will rotate to the west end precincts, Vice-Chair Ambrose will rotate to the south side of precincts, and Chairwoman Stevens will take the north side and east end of precincts.

EVALUATION FORMS & CODE OF CONDUCT

Kara Wilson, the Compliance Officer, introduced the new assessment document to the board for their upcoming precinct assignments during the March Presidential Primary. This evaluation form aims to ensure that election officer staff maintain professionalism and promptly address any issues encountered on Election Day. Additionally, Ms. Wilson introduced a revised Code of Conduct to the electoral board. This updated code outlines expectations for all election officers, addressing matters such as cell phone usage, dress attire, and mutual respect, aiming to prevent recurrences of past incidents.

IMPLEMENTATION OF PROVISIONAL BALLOT OFFICERS

Registrar Balmer briefed the Board on the necessity of appointing Provisional Ballot Officers. He explained that the surge in provisional ballots resulting from Same Day Registration calls for this additional staffing. The initial strategy is to deploy provisional ballot officers in the top 10 precincts with the highest voter turnout for the upcoming election, namely precincts 113, 114, 207, 208, 213, 307, 402, 501, 504, and 707. Registrar Balmer emphasized the intention to recruit college students for these positions. The aim is to provide them with valuable experience during the March Primary so they can effectively train others for the November Presidential election. Additionally, all provisional ballot officers will be designated as election officers on Election Day.

UPDATE ON LOCAL CANDIDATE COURSE

Registrar Balmer updates the board on the local candidate course that ElectSure is creating for the Office of Elections. ElectSure is the company that provided us with the online classes that the election officers have been using for the last two years. Registrar Balmer states that the new candidate course will be a course for people running for local office. Once the course is completed it will be heavily promoted and local candidates who have already submitted paperwork will be notified that this course exists and will be sent login credentials.

NEW BUSINESS

Registrar Balmer had two items under New Business. First one regarding a polling place update. Precinct 603 will move to Overby Sheppard before the November General Election. Precinct 909, currently at Elizabeth Redd Elementary, will move to Liberation Church before the November General Election. Precinct 910, currently at GH Reed Elementary, will move to River City Middle School before the November General Election. Precinct 911 will be moving to Liberation Church as emergency temporary relocation for the Presidential Primary. The affected voters will be notified by mail next week. Precinct 310 will stay at the Calhoun Center due to a lack of an alternative location. Finally, the early voting location at City Hall will likely relocate to either the Main Library or Main Street Station before the November General Election. The second item under New Business was regarding a letter to the state by Registrar Balmer regarding the outdated instructions on the absentee ballots. Mr. Balmer states that his letter mentioned that the mistake was on the vendor and that they sent out a batch of outdated instructions to about 500 voters. Registrar Balmer informed the board that the affected voters were sent the correct absentee instructions the next day.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Ms. Cardozo notified the Board that Diane Valentine had signed up to discuss a matter not included in the agenda, specifically concerning her role as a poll watcher. In response, Chairwoman Stevens assured Ms. Valentine that she would gather additional information from alternative sources and provide her with a comprehensive response at a later time.

CLOSED SESSION

The Board entered a closed session to discuss personnel matters as it relates to the Electoral Board, the General Registrar, and the staff under the Office of Elections.

MEETING ADJOURNMENT

The meeting was adjourned by Chairwoman Cherlyn S. Stevens.

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NEXT MEETING DATE

The next meeting date will be on Thursday, February 29th at 10AM.

There being no other business, the meeting was adjourned.

Cherlyn S. Stevens
Chairwoman to the Electoral Board

John N. Ambrose
Vice Chairman to the Electoral Board

Joyce K. Smith
Secretary to the Electoral Board