

**Melissa McFall-Balmer**

*Different Abilities Training and accommodations  
Specialist*

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**INVOICE**

**INVOICE #** 1000100  
**DATE** June 28, 2023

**TO**  
Jerry Richardson  
Office of Elections  
2134 West Laburnum Ave  
Richmond, VA 23227  
Phone 804-646-7848

**FOR** Abilities Training  
**P.O. #** Box 61037

Description	Amount
2/27/23 Consultation Explanation of project from Mr. Balmer and Ms. Kelsey Zentmyer. To develop professional development classes to include training on different abilities for elections officers.	250.00
3/9/23 Meeting in person with Ms. Kelsey Zentmyer and Mr. Balmer presentation of different abilities and ways to accommodate our community members with different abilities.	450.00
Research/ slides and videos by email followed by a teams meeting	350.00
3/16/23 Meeting of ideas to exchange/explain history and background of disabilities and presentation of equality and equity	250.00
3/23/23 Review of research and videos. Plan for story board	100.00
4/3/23 In person meeting to review story board with Kelsey	100.00
4/17/23 Review of story board with Kelsey and Bill Murphy (Teams meeting)	100.00
4/26/23 Meeting by teams to review progress with Kelsey and Bill added info	100.00
5/1/23 Meeting with Kelsey, and Bill Review process of story and the process of filming in the next months.	100.00
5/8/23 Meeting by teams to review progress with Kelsey	100.00
5/15/23 Meeting with Mr. Balmer, Kelsey and Bill by teams to review progress on project	100.00
5/22/23 Provided additional training video samples/ideas on	100.00
6/5/23 Meeting in person with Kelsey to review print out of story board	100.00
6/12/23 Teams meeting with Kelsey, Bill, Mike, and Mr. Balmer review of questions and review	100.00
<b>Total</b>	<b>2,300.00</b>

Make all checks payable to Melissa McFall-Balmer  
If you have any questions concerning this invoice, please contact