

James City County Electoral Board

Meeting of Tuesday, February 5, 2019
Building Conference Room
Office of the General Registrar, 5300 Palmer Lane

Tom Gee, Chairman, called the meeting to order at 1:34 p.m. Others attending were Perry DePue, Vice Chairman; Kay Cheves, Secretary; Dianna Moorman, General Registrar and Director of Elections; Shiela Lohr, Senior Assistant Registrar; and two observers from the Williamsburg Area League of Women Voters.

1. Minutes The minutes of the December 8, 2018, were approved as written.
2. Appointment of Officers of Election (OE) - Dianna Moorman presented a list of 162 officers of election who have completed the paperwork for reappointment. Ms. Moorman recommended their appointment. Mr. DePue moved reappointment of the 162 officers of election for a three-year terms ending February 28, 2022. The motion was seconded by Ms. Cheves and the Board unanimously approved the motion.
3. Absentee Voting - Planning for absentee voting needs to begin now to minimize potential logistical problems in the office. Additional facilities will be needed if the General Assembly approves “No excuse absentee voting” bills currently under consideration.
4. Budget FY2020/FY2021 – Ms. Moorman is meeting with the County Administrator on February 27 to review the proposed budget. She anticipates members of the financial services staff will also attend the meeting. EB members were invited to attend the meeting.
5. November 2018 Election – Ms. Moorman reported on changes they have implemented to make the process more efficient:
 - Voting booths and bins – One free-standing booth will be sent to each precinct. All other voting booths will be the new table top models.
 - Bins for voting supplies – Problems with stickers coming off the bins have been solved. Emergency bins will also be labeled in the future and can be linked with regular bins.
 - Statement of Results (SOR) – To eliminate the problem of missing signatures on SORs, the SOR will be printed on 8 1/2x14” paper and all signatures will be on the same page.

Ms. Cheves reviewed several items that were mentioned by OEs at more than one precinct and/or at the Chiefs Roundtable Meeting:

- Training: Hands-on machine training; opening and closing procedures; continue to stress the importance of greeters being aware of and attentive to all voters.
- Supplies: Several OEs commented the new voting booths should be higher but there were no voter complaints about them. Voter marking pens need to be secured; they need more “future voter stickers” and tape that will stick to the wall.
- Signs: Additional signs are needed to identify voting locations, especially after dark; the Fire Administration Building, Matoaka Elementary School and Hornsby Middle School were frequently mentioned.

- OE Rotation Schedule: OE at precincts with a rotation schedule for different positions had very favorable comments about the practice. Others indicated a desire for such a schedule.

6. Director of Elections/GR Monthly Update

- Ms. Moorman met with General Services ground crews supervisor regarding expectations for work in the office, especially the importance of being gentle with the voting equipment.
- Legislative Update on voting bills under consideration by the GA, including HB 1615 to move the June primary from the 2nd week to the 3rd week in June; SB 1027 – no excuse absentee voting; SB 1244 – foster parents will be “protective voters” (Dianna’s bill).
- VERIS – 2 factor ID has been difficult to work with; you have to use an app; the app expires frequently; you have to use a phone rather than a computer.
- Printer – They are having problems with the printer; looking at bids for new printer.
- The wall in the lobby has been moved so the restroom will be in the public lobby area.
- L&A Testing: Friday, April 19 @ 8:30 - June 2019 Primary
Friday, September 13 @ 8:30 – November 2019 Election
- Voter Registration Counts as of 1/31/19 were reviewed.
- Mail Problems – Ballots were lost or returned to sender with GR Office address marked as undeliverable due to “unknown address.” Two ballots for 2016-2017 elections were just received.
- JCC IT department is helping Dianna locate a program to use for OE data base. They are also looking at preparing a spread sheet to record election night data transmitted via phone.
- Scanning of voter registration application records is being done by “on-call employees.”
- OE Training Schedule is being developed for entire year.
- On-call employees – A William and Mary student who is an OE and the new chief at James River are now working in the office as on-call employees.
- ESO, vendor for new machines – They are working on defining terms used in instructions for use of machines.
- Voter Fraud Cases – Ms. Moorman discussed three voter fraud cases recently handled by the office.
- Candidate packets have been sent to incumbents on the JCC Board of Supervisors, JCC School Board, and the Constitutional Officers whose terms expire this year.

There was no other business. Perry DePue moved the EB go into Executive Session to discuss a personnel matter. The motion was seconded by Ms. Cheves and approved by unanimous vote at 3:05 p.m. At 3:30 p.m. Mr. DePue moved to return to public session and certify that only personnel matters were discussed during the closed session. The motion was seconded by Ms. Cheves and passed by unanimous vote.

After a brief discussion of the March VEBA meeting, the meeting was adjourned at 3:37 p.m.

Kay Cheves, Secretary