

## *James City County Electoral Board*

Meeting of Tuesday, March 13, 2018  
Building Conference Room, Office of the General Registrar  
5300 Palmer Lane, Williamsburg, VA

Tom Gee, Chairman, called the meeting to order at 10:00 a.m. Others attending were Perry DePue, Vice Chairman; Kay Cheves, Secretary; Dianna Moorman, General Registrar and Director of Elections, and Shiela Lohr, Deputy Registrar.

1. Minutes – The minutes of the February 6<sup>th</sup> meeting were approved.
2. Annual Board Reorganization - The Board unanimously approved officers for the following year, ending in February 2019: Tom Gee, Chairman; Perry DePue, Vice Chairman, and Kay Cheves, Secretary. Dianna Moorman will notify JCC HR about the results of the board reorganization.
3. VEBA Conference - All EB members and the GR attended the conference held March 2-4, 2018, at the Omni Homestead. There was a lengthy discussion about VEBA's proposal to ELECT to combine the annual required training for EBs, currently provided in Richmond during the summer, with the VEBA Annual Meeting at The Homestead. The Board agreed to continue the discussion at the next meeting.
4. FY 2019-FY 2020 Budget Submission – Dianna Moorman has met with the JCC administrators regarding the FY 2019-FY 2020 budget request and responded to all questions about line items. They requested she begin the paperwork to purchase new voting machines so everything would be ready by July 1<sup>st</sup>. For future planning purposes, Mr. Gee requested we begin to look at replacements for the laptop electronic poll books we currently use. Ms. Moorman pointed out the copy of the monthly expenditure report in the board packet. In the future, she will email this report and the Registrant Count by Locality (“voter counts”) to the board each month.
5. June 2018 Dual Primary – The deadline for primary election candidates to file paperwork is the end of March. Ballot orders need to be placed much earlier than that date to ensure they are available when absentee voting begins the end of April. Due to the high level of interest in this year's primary election, Ms. Moorman recommended that we increase the number of ballots ordered for each primary from 25% of registered voters, as previously approved, to 35% of registered voters. The Board approved this recommendation.

The Officer of Election Training Schedule for the June 12, 2018, Dual Party Primary and the 3/1/18 report of registered voters by precinct were reviewed. L & A Testing will be Friday, April 20. EB members will observe as follows: Mr. DePue, 8:30-11:30; Ms. Cheves, 11:30-3:00; Mr. Gee, 3:00-5:00.

6. Security Plan Update – Ms. Moorman distributed a copy of the current Voting Systems Security Program which was reviewed/updated on May 10, 2017. Ms. Moorman indicated the Plan needs to be updated and asked the Board to review it in preparation for further discussion at the April meeting.
  
7. General Registrar Monthly Update – Joe Wixted has been hired to fill the full-time staff position. He will begin work on Friday, March 16. One part-time position is still open and paperwork will be sent to HR by the end of this week. Mr. DePue raised a question about the communication among board members and was referred to Section 24.2-107 of Virginia Election Laws (2017, pp 77-78).

The meeting adjourned at 12:02 p.m.

Kay Cheves, Secretary