

## *James City County Electoral Board*

Meeting of Wednesday, May 8, 2018, 10 a.m.  
5300 Palmer Lane, Suite 2a-Conference Room, Williamsburg, VA

Tom Gee, Chairman, called the meeting to order at 10:03 a.m. Others attending were Perry DePue, Vice Chairman; Kay Cheves, Secretary; Dianna Moorman, General Registrar and Director of Elections; and Shiela Lohr, Senior Assistant General Registrar and Deputy Director of Elections.

1. The minutes for Tuesday, April 10, 2018, were approved.
  2. Preparation for June Dual Primary - Dianna Moorman reported the staff is ready for the dual primary on June 12. Absentee in-person voting began on April 27. To date, 74 ballots have been issued for each party; half have been returned unopened. Three in-person absentee ballots have been cast. The target number for Officers of Election is 192; there are currently 189 OE. There will be at least 3 relief officers at each precinct. OE training will begin on May 22. Plastic table top voting booths have been purchased, thereby saving both space and funds.
  3. FY 2019-FY2010 Budget Request and Capital Improvement Program Expenditures - Dianna Moorman reported it appears the office's request for election machines will be funded by JCC. The GR Office is considerably over budget at this time. In order to save funds, EB members and staff agreed to spend only Monday night at the Department of Election Training in June.
- There was a discussion about the salary of the GR/Director of Elections compared to other constitutional officers and department directors in James City County. The Board agreed that the process to change the title from General Registrar to Director of Elections should begin immediately. Likewise, it was suggested that the title of the office should be changed from James City County Voter Registration Office to James City County Office of Elections to reflect more accurately the work and purpose of the office.
4. Police Department Security Recommendations – General Services and IT met with Ms. Moorman and Ms. Lohr to review security recommendations and to discuss which ones to implement. Ms. Moorman's reported her priorities are a camera to cover the two doors in the lobby area; replacing the hollow core door to the vault with an identical solid wood door; and tying the fire alarm into the security system. Departmental priorities will be sent to General Services who will prioritize them on a county-wide basis for next fiscal year's budget.
  5. General Registrar's Monthly Update – Ms. Moorman Ms. Lohr and Mr. Wixted visited the Mecklenburg County General Registrar. He has developed an app that can be used to text election results rather than calling them in. They plan to visit other GR offices for ideas and to observe the practices of other offices.

The updated Voting Security Plan will be formally reviewed at the July meeting. The list of chiefs and assistant chiefs for the June 12<sup>th</sup> primary will be sent out as soon as it is available. Based on Ms. Moorman's and head machine technician Betsy McKenna's recommendation, the

Board unanimously approved the appointment of *C. J. (Jones???)* as machine technician. The EB will meet on June 5<sup>th</sup> to approve newly appointed Officers of Election.

The meeting was adjourned at 11:48 a. m.

Kay Cheves, Secretary