

James City County Electoral Board

Meeting of Wednesday, July 10, 2018
Building Conference Room
Office of the General Registrar, 5300 Palmer Lane

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 Registrar.

1. **Approval of Minutes** - The minutes for May 8, June 5, and June 13-15 were approved.
2. **June 2018 Dual Primary Final Review** – Overall, the election went very smoothly. Concerns that will be addressed in future elections include elections when schools are in session; the importance of avoiding political comments by officers of election; the duties of the greeter; and adequate lighting at Roberts B. After a discussion about the facilities for Roberts B, Jamestown C, Jamestown D, Powhatan B, and Stonehouse A, the Board agreed to look at other possible locations for the precincts.
3. **Budget Updates** – The Board reviewed the FY 2019/2020 Expenditure Budget. The part-time position is currently being advertised. There is no increase in the GR’s salary. The Forms Officer will be paid the same as the Assistant Chief.
4. **Updated Voting Security Plan** – The only updates from the previous plan were personnel changes. Mr. DePue moved and Ms. Cheves seconded the motion to approve the Voting Security Plan with updates. It was approved by unanimous vote.
5. **Ballot order for November** Ballots will be printed by a ESO in Pennsylvania, rather than Benjamin Franklin as in prior years. To ensure there are enough ballots, the Board unanimously approved Ms. Moorman’s recommendation to order a number equivalent to 85 percent of total registered voters.
6. **ELECT Training** – There was general agreement that a majority of the GR and EB training sessions were beneficial. Ms. Moorman reported that changes in FOIA require the month and day of registered voters birthday be redacted from voter rolls.
7. **Director of Elections/General Registrar Monthly Update** – Training dates for Officers of Election have been set and “Save the Date Cards” will be mailed to OE by July 11, 2108. A survey about the classes is being emailed to OE. Three constitutional amendments will be on the ballot in November. Ms. Moorman is trying to get all items on one side of the ballot. Signs will be made up if there is a two-sided ballot. Ms.

Moorman will be speaking about the new machines at the Board of Supervisors meeting this afternoon.

Preparation for the November Election is going well. Mr. Wixted is recruiting students from Thomas Nelson Community College and The College of William and Mary to work as Officers of Election. The office is working to have an Election Badge for Scouts. Staff members are scanning paper records into the computer.

Ms. Moorman reported on several meetings she and other staff members plan to attend in the coming month. Ms. Moorman, Ms. Lohr, and Mr. Wixted are planning to attend the VRAV Annual Meeting in Chantilly, Virginia, August 6-8. Ms. Moorman is making a presentation about the Chiefs' Roundtable at the meeting. They will attend a meeting in Richmond on July 23 about voter registration procedures followed by DMV. They also plan to visit a couple of smaller GR offices. Ms. Moorman will be attending the meeting of the House of Delegates Select Committee on School Safety to encourage the Commonwealth to move the June primary to the third Tuesday in June.

Ms. Moorman demonstrated the new voting booths. They will try to have six new booths. Mr. Gee recommended they have a few old booths as well. Information will be distributed about the Constitutional Amendments.

Mr. DePue moved the Board go into executive sessions for the purpose of a personnel discussion at 11:35 AM. At 11:45 AM, Mr. Gee declared the Board back in open session and moved the Electoral Board certify that the Board only discussed matters in executive session that are allowed by state law. The motion passed by unanimous vote.

The next EB meeting will be August 14. Ms. Moorman will let EB members know when acceptance testing for new machines takes place. In response to a question, Ms. Moorman indicated she is the EB designee to certify ballots and the printer prepares a certificate that goes with the minutes.

The meeting was adjourned at 11:51 AM.

Kay Cheves
Secretary