

James City County Electoral Board

Meeting of Tuesday, August 14, 2018
Building Conference Room
Office of the General Registrar, 5300 Palmer Lane

Tom Gee, Chairman, called the meeting to order at 10:01 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 July 11, 2018, were approved.
2. **Building Security** – Ms. Moorman described an incident she experienced this past weekend when an unknown person was in the building while she was working. After a discussion about the incident and building security, the Board agreed that security in access to the building and within the building is a top priority. Ms. Moorman has asked a Homeland Security agent to do an informal walk-through of the building and identify places that need to be secured. She will advise EB members when the walk-through is scheduled.
3. **New Voting Machines Update** – Acceptance Testing for the new machines went smoothly. Delivery was late because of problems with the trucking company. The JCC Finance Department had concerns because the total amount of the invoice, which was approved by the JCC Board of Supervisors at their July work session, exceeded the amount of the original estimate by \$5, 571. This amount is being charged to another account.

There was a lengthy discussion about cybersecurity and the voting machines. Ms. Moorman reported on meetings she has attended at the state and local levels on this topic. Ms. Moorman is setting up a meeting on cybersecurity for the staff, EB, and relevant JCC employees in the coming month. Betsy McKenna, head machine technician, will be the presenter. Mr. Gee felt it was very important to include our contact person at ES0 in this meeting.
4. **November Election** – Preparations for the November Election are going well. Officers of Election are still needed. L & A Testing will take place on Monday, September 10. Electoral Board members will observe on the following schedule: Mr. DePue, 8:30AM-11AM; Ms. Cheves, 11AM-2PM; Mr. Gee, 2PM-completion.
5. **Budget/Staffing** – Ms. Moorman reported new table top voting booths have been purchased. The new booths should provide more space for voting and are less expensive than the old ones (\$70 vs. \$210).

6. Director of Elections/GR Monthly Update – Ms. Moorman briefed the Board on the following items:

- JCC is installing a larger, free-standing mailbox for the office.
- Social Security Numbers are being scanned onto office computers. Access to this information is limited.
- Old voting equipment has been given away or declared surplus equipment.
- Four residences (8 voters) on Sandy Bay Road have been in wrong precinct and thereby in the incorrect House district.
- She and Ms. Lohr attended meeting at DMV in Richmond. DMV operates on guidance from ELECT. Felon question was omitted on voter registration form based on law that said you didn't have to ask the question. DMV focuses on correct *mailing* address; Offices of Election need correct *residence* address. Legislative action may be needed to add residence address question to forms at DMV.
- Information about two Constitutional Amendments is being distributed throughout JCC and in mailings with voter cards.
- Each Virginia Voter Registration Office will go through a post-election audit (risk assessment) within the next five years.
- Legislative Agenda includes focus on moving June election from second week to third week in June when most VA schools are not in session
- VRAV Annual Meeting was very good; VRAV Regional Meeting was held in Williamsburg.
- Christie McCormick, EAC Board member and Williamsburg resident, is preparing a letter on EAC letterhead stressing the importance of raising GR's salary to insure secure elections.
- Ms. Moorman is working on a bill that will give protective status for voter registration to foster parents.

7. Director's Evaluation – Ms. Moorman will send EB members a blank copy of the State GR Evaluation Form (2014), her 2017 Evaluation summary and goals, her accomplishment/highlights of the past year. Each EB member will complete a copy of the State GR Evaluation form. EB members will meet immediately before the Cybersecurity Meeting to discuss the evaluation. Final consideration will take place at the September 11th Board Meeting.

The meeting was adjourned at 12:40 PM.

Kay Cheves
Secretary