

## *James City County Electoral Board*

Meeting of Tuesday, March 12, 2019  
Building Conference Room, Office of the General Registrar  
5300 Palmer Lane, 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, Shiela Lohr, Deputy General Registrar, and Lucy Painter, observer from the League of Women Voters-Williamsburg Area.

1. Minutes – The minutes of the February 5<sup>th</sup> meeting were unanimously approved.
2. Annual Board Reorganization - Mr. Depue moved, seconded by Ms. Cheves, that the officers currently in place continue serving for another term. The Board unanimously approved the following officers for the coming year: Tom Gee, Chairman; Perry DePue, Vice Chairman, and Kay Cheves, Secretary.
3. FY 2020 Budget Submission – The projected FY 2020 budget includes a request to move one part-time position to a full-time position due to a notable increase in workload in the office.
4. June 11, 2019 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. Ms. Moorman recommended ordering-for each party--the number of ballots equivalent to 35% of the total registered voters. The Board unanimously approved this recommendation.
  - L & A Testing will be Friday, April 19. EB members will observe as follows: Mr. DePue, 8:30-12:00; Mr. Gee, 12:00-3:00; Ms. Cheves, 3:00-completion.
  - The Electronic Pollbooks are ready. New permanent metal plates for ballot bins have been attached, and the bins have been packed. The Training Schedule is still being developed.
5. Director of Elections/General Registrar (DofE/GR) Monthly Update
  - There will be a Space Needs Meeting with JCC staff on Monday, March 18, at 3:45, to review projected needs in 5, 10, and 20 years.
  - Our liaison person from ELECT visited recently to see if she could do anything to assist the office. EB and DE/GR training will be the end of June. ELECT is considering one-day separate training for EB members and DofE/GRs in Richmond.
  - Record scanning has been completed. The next step is to tie the records to the registration cards.
  - New electronic pollbooks will be purchased after vendor demonstrations. We need 1 pollbook per 1,000 voters, plus a chief's pollbook, or 3-6 pollbooks per

precinct. Funds are available in the current budget to purchase approximately 18 pollbooks. Our oldest pollbook was purchased in 2013. The new pollbooks cost \$1,400 each, are tablets, rather than laptops, and are more user friendly and quicker to check in voters.

- The office will be participating in a mail study to determine delivery time from different locations in the area to the office. Postage is a major expense for the office; 88% of the amount in the budget has been used to date.
- Ms. Moorman has been invited to speak to a class of 8<sup>th</sup> grade civics students at Toano Middle School who are studying local elections,
- Ms. Moorman will be on vacation March 28-April 7.

6. Executive Session - Mr. DePue moved, seconded by Ms. Cheves, that the Electoral Board go into executive session pursuant to State Code Section 2.2-3711(A)(1) for discussion of personnel matters. The motion was approved unanimously.

Mr. DePue moved that the Electoral Board return to public session and certify that only matters that are legal in Executive Session were discussed. Ms. Cheves seconded the motion that was approved by unanimous vote.

The meeting adjourned at 12:32 p.m.

Respectfully submitted

Kay Cheves, Secretary