

James City County Electoral Board

Meeting of Tuesday, May 14, 2019
Building Conference Room
Office of the General Registrar, 5300 Palmer Lane

Tom Gee, Chairman, called the meeting to order at 10:02 a.m. Others attending were Perry DePue, Vice Chairman, Kay Cheves, Secretary; Dianna Moorman, General Registrar and Director of Elections; Shiela Lohr, Senior Assistant General Registrar and Deputy Director of Elections, and Linda Rice, observer from the League of Women Voters—Williamsburg Area.

1. Minutes - The minutes for the April 9, 2019, regular meeting were unanimously approved.
2. June Dual Primary - There were 55,811 active registrants in James City County on April 30, 2019. The number of voters in the military (445) may include people stationed in the area and living in James City County. Thirty-one absentee ballots (18 Democratic; 13 Republican) have been returned. Twenty-four voters (7 Democratic; 17 Republican) have cast absentee ballots in person. Debbie Colvin (Chief, Robert A), working as an on-call, is reviewing the Election Day Guide used by Election Officers (EO). Preparations are going well, and the office is relatively quiet. The staff has completed everything that can be done at this point in time.
3. FY 2019-FY2010 Budget – The James City County Budget is being finalized tonight. There was a brief discussion about whether or not fringe benefits were included in the \$8,000 salary increase included in the proposed budget for the Director of Elections/General Registrar.
4. No-Excuse Voting Plan for 2020 Presidential Election – Members of the James City County Board of Supervisors recognize the need for more space. Ms. Moorman recommends we meet with the County Administrator after the June election to discuss the need for additional space and possible sites. She will try to set up a meet with the County Administrator and staff on Monday, July 8, the day prior to our regular July EB meeting.
5. General Registrar's Monthly Update
 - Terminology Change - Upon Ms. Moorman's recommendation, Mr. DePue moved we change *Officer(s) of Election* to *Election Officer*. Ms. Cheves seconded the motion which was passed by unanimous vote.
 - 2018-2019 Budget - Several line items in the current budget have negative balances. Funds will be shifted from other areas and the budget will be adjusted accordingly.
 - The Training Schedule for Election Officers has been sent out.
 - Tabletop Security Exercise – Ms. Moorman and Ms. Lohr participated in this training session which was presented by Homeland Security, FBI, and State Police. They felt it was a very good session.
 - ELECT Absentee Voting Committee – This is the longest-serving committee chosen by the Department of Elections. They are redesigning a few forms and also looking at implementation of no-excuse absentee voting. One of the forms was designed by Ms. Moorman.

- Security – The University of Minnesota invited Ms. Moorman to participate in an on-line security class at the end of May.
- Information Technology (IT) – Ms. Moorman and Ms. Lohr met with the JCC IT Department. Patrick Page will provide the Department of Elections with an on-call person to provide any support that might be needed on Election Day.
- Department of Motor Vehicles (DMV) – DMV has made updates to questions on the voter registration application form asking if one is a convicted felon or incapacitated .
- Exterior Sign – One member of the Board of Supervisors has received numerous complaints about the difficulty of locating the Office of Elections. To be in compliance with the zoning regulations, the sign must be placed on the building. Ms. Moorman discussed this with the County Administrator with the result that a sign will be placed on the building outside Ms. Moorman’s and Ms. Lohr’s offices. It can be seen from both directions and will have Parks and Recreation and Department of Elections on it.

6. Next Meeting – The next EB meeting will be the canvass on Wednesday, June 12, at 11 AM. The EB will break for lunch at 12:30 and reconvene at 1:30 for the Provisional Vote Hearing. Ms. Moorman indicated it would be helpful if the staff could open 1A envelopes before the Provisional Vote Hearing. Ms. Cheves moved that the Electoral Board give the Director of Elections permission to open 1A envelopes at 8 AM on the morning of canvass. Mr. DePue seconded the motion which passed by a unanimous vote.

7. Executive Session – Reappointment of Director of Elections/General Registrar - The Board unanimously approved Mr. DePue’s motion to go into Executive Session to discuss personnel matters. Mr. DePue’s motion to go out of Executive Session and into Public Session was passed by unanimous vote. Mr. DePue moved to certify that the Board only discussed personnel matters during the Executive Session. The motion was approved unanimously.

Mr. DePue moved the Electoral Board formally appoint Dianna Moorman Director of Elections/General Registrar for a period of four years, commencing July 1, 2019 through June 20, 2023. Ms. Cheves seconded the motion and the EB approved the motion by unanimous vote.

There was no other business. The meeting adjourned at 12:15 pm.

Kay Cheves, Secretary