

James City County Electoral Board

Meeting of Wednesday, July 9, 2019
Building Conference Room
Office of the General Registrar, 5300 Palmer Lane

Tom Gee, Chair, called the meeting to order at 10:05 a.m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections and General Registrar; and Shiela Lohr, Deputy Director of Elections.

1. **Approval of Minutes** - The minutes for May 14th regular meeting and June 12-14 Canvass were approved.
2. **June 2019 Dual Primary Final Review** – Overall, the election went very smoothly. Concerns that will be addressed in the future include the importance of avoiding political comments inside the polling place; the need for additional machine training and operation of polling places; taping of machine boxes.
3. **Budget Updates** – The Board reviewed the FY 2019/2020 Expenditure Budget. The Expenditures Report does not reflect adjustments that have been made in budget categories. In the FY 2021 proposed budget, \$10,000 is included for a State-mandated post-election risk-limiting audit of ballot scanner machines. Localities are randomly selected, but every locality must participate in ELECT’s annual audit at least once during a five-year period, beginning July 1, 2018, There is a significant increase in postage; the costs resulting from redistricting will straddle FY 2021 and FY 2022. No funds are included to cover the additional costs of No-excuse Absentee Voting.
4. **Updated Voting Security Plan** – Electoral Board members will review the current Voting Security Plan and send questions and suggested changes to Ms. Moorman by July 19. When asked if Ms. McKenna or JCC IT personnel should review the document, Ms. Moorman said she did not think it was necessary to make any major changes until the office moved to new facilities. Final approval of the Voting Security Plan will take place at the August EB meeting.
5. **November Election** – L & A Testing is scheduled for September 13. There will be between 10-15 ballot styles for this election. To ensure there are enough ballots, Mr. DePue moved to approve Ms. Moorman’s recommendation to order a number of ballots equivalent to 85 percent of total registered voters, as of August 1, 2019. The motion was seconded by Ms. Cheves and approved by unanimous vote.
6. **ELECT Training** – Ms. Cheves briefly reported on the EB training sessions. Mr. Gee asked about reproducing updated pages in the GREB Handbook. Ms. Lohr will update the GREB Handbooks if EB members bring them to the office.

7. Director of Elections/General Registrar Monthly Update –

- Ms. Moorman has requested a meeting with the JCC County Administrator to discuss the need for additional space to accommodate the anticipated increase in early voters as a result of no-excuse absentee voting beginning with the 2020 November election.
- Lunch bags with a JCC voting logo have been purchased for election officers in appreciation for their service. Each EB member was also given one of the bags.
- Page Program for 16- and 17-year-old high school students at Precincts – Pages can help with anything that doesn't have to do with ballots. Debbie Colvin, Chief, Roberts Precinct and Office of Elections on-call worker, will handle training and other aspects of this project. Parents of the students have also volunteered to serve.
- Voter Fraud Case – Ms. Moorman reported that it was her understanding that the case had been continued by the Court until August, rather than dismissed as previously reported.
- Ms. Moorman requested the EB Meeting meet on the first Tuesday in August, to avoid a conflict with the VRAV Annual Meeting which will be meeting on the second Tuesday, the regular EB meeting date. The EB agreed to change the August meeting to August 6 at 10 AM.
- Changing the time of the Wednesday meeting for Canvass was very helpful because it gave staff additional time to prepare materials before the meeting.

8. Executive Session – Evaluation of the Director of Elections/General Registrar -

Mr. DePue moved to go into Executive Session to discuss a personnel matter pursuant to State Code 24.2-109.1. Ms. Cheves seconded the motion that passed by unanimous vote. Mr. DePue's motion to go out of Executive Session and into Public Session was passed by unanimous vote. Mr. DePue moved that we certify that we only discussed matters relating to State Code 24.1-109.1 while we were in Executive Session. Ms. Cheves seconded the motion that was passed by unanimous vote.

The meeting was adjourned at 12:07 PM.

Kay Cheves
Secretary