

## *James City County Electoral Board*

Meeting of Wednesday, August 6, 2019  
Building Conference Room  
Office of Voter Registration and Elections, 5300 Palmer Lane

Tom Gee, Chair, called the meeting to order at 10:00 a.m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; and Shiela Lohr, Deputy Director of Elections; and two observers from the League of Women Voters of the Williamsburg Area.

1. **Approval of Minutes** – Mr. DePue moved approval of the July 9<sup>th</sup> minutes with the following corrections: In the list of those attending the meeting, *Director of Elections* should precede *General Registrar* in Ms. Moorman's title; Ms. Lohr's title is *Deputy Director of Elections* rather than *Senior Assistant Registrar*; item 6 – Ms. Gee should be *Mr. Gee*.

### 2. **November General Election**

- ELECT has hired a new person to replace the Absentee Voting expert who just retired.
- The ballots have to be approved before ballots can be ordered. They should be available by the next Electoral Board (EB) meeting.
- L & A Testing will take place on Friday, September 13. Mr. DePue will be there from 8:30-12:30; Ms. Cheves, from 12:30-5:00. Mr. Gee will be on vacation on that date.
- Ms. Moorman and Betsy McKenna, lead machine technician, decided to forego the ESO Annual Maintenance Check this year since the equipment is new and will be checked next year before the November 2020 Presidential Election.
- Elections Page Program – Ms. Moorman and Deborah Colvin, Roberts A Precinct Chief and Office On-Call, met with the WJCC Public Schools Social Studies Coordinator to discuss establishing an Election Page Program for high school students. The Coordinator was very supportive of this program that would place two or three students at each precinct to assist as needed, including serving as Greeters or Demonstration Officers. Information about the program will be included in the Elections Officer Training, especially sessions for the Chiefs and Assistant Chiefs. A list of Pages will be available at the October EB meeting. Mr. Gee asked if the EB should approve the Pages. Ms. Moorman will look into this and report back to the EB.
- Elections Officer Training – The training class schedule is still being developed. There will be a Forms Class for Chiefs in September and an optional Safety Course for all EOs at the JCC Law Enforcement Center.

- The Office will be reaching out to the PTA at schools used as polling places to recruit volunteers to serve as hall monitors to ensure voters remain in voting areas when schools are in session on Election Day.

**3. Voting Security Plan** – Mr. DePue moved approval of the new Voting Systems Security Plan. The motion was seconded by Ms. Cheves and passed unanimously.

**4. Budget/Staffing Update**

- The ad for the Senior Assistant Director of Elections and General Registrar is in process. They are working on an ad for the part-time position. Ms. Moorman hopes to fill the positions in the next few weeks. They are also looking into hiring an additional on-call for specific needs.
- Ms. Colvin has been very helpful in reviewing and revising forms, manuals, and PowerPoint training presentations. Ms. Moorman also praised the work of other regular and on-call staff members.

**5. Office Space** – Ms. Moorman met with Scott Stevens, JCC County Administrator, and Grace Boone, Director, General and Capital Services, after Mr. Stevens and Ms. Boone completed a “walk “through” of the Elections Office facilities. She would like to set up a meeting with Mr. Stevens and EB members as soon as possible to discuss office space needs. Timing is critical since the office needs to be in the new facility by July 1, 2020.

**6. Director of Elections/General Registrar Monthly Update**

- Security Review – Ms. Moorman has made several requests to JCC offices for a security review but has been unable to set up a time for this review.
- Representatives of Hickory Neck Episcopal Church, Stonehouse A Polling Place, expressed concern about serving as a polling place in March when they are also hosts for the Emergency Winter Shelter.
- The College of William and Mary Office of Community Engagement has been contacted in order to recruit W & M students to serve as Elections Officers.
- Ms. Moorman will be an instructor for the General Registrars Boot Camp at the Voter Registrars Association of Virginia (VRAV) Meeting next week in Williamsburg. She will focus on best practices for Absentee Voting in her presentation for new Directors of Elections/General Registrars.

**7. Other Business** – Since Mr. Gee will be out of town on the second Tuesday of September, the EB’s regular meeting date, the EB agreed to hold the September meeting on the third Tuesday, September 17.

**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. Ms. Cheves moved that we certify that only matters relating to State Code 24.1-109.1 were discussed while we were in Executive Session. The motion passed by unanimous vote.

The meeting was adjourned at 12:48 PM.

Kay Cheves  
Secretary