

James City County Electoral Board

Meeting of Tuesday, October 9, 2019
Building Conference Room
Office of Voter Registration and Elections, 5300 Palmer Lane

Tom Gee, Chair, called the meeting to order at 2: 05 p.m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Shiela Lohr, Deputy Director of Elections, and Linda Rice, League of Women Voters of the Williamsburg Area.

Approval of Minutes – The August 27, 2019, Emergency Meeting Minutes were approved by unanimous vote. Due to an inadvertent clerical error, consideration of the August 6, 2019, draft minutes was deferred until the November meeting.

Budget Best Practices – Mr. DePue agreed to accept responsibility for approving/signing the reconciliation statement for the Purchasing Card before it is submitted to the Finance Office by the 2nd of each month. Ms. Cheves and Mr. Gee will provide back-up if Mr. DePue is unavailable.

Staffing – The newly hired Senior Assistant Registrar has resigned after less than a week in the position. No reason was given. Based on past experience, Ms. Moorman has implemented a key policy for new employees: New hires will only have access to exterior doors; they will not have access to doors within the office itself, henceforth.

November Election Update – The office has conducted several very successful Voter Drives with the local League of Women Voters (LWV-WA). She expressed praise for work of LWV member Mary Ann Simpson. Six hundred twenty-six ballots have been issued; one hundred forty-four have been returned. Election Officer training classes will begin mid-October. Ms. Moorman has a podcast about the 2019 November Election on the JCC website.

Office Space – The LWV-WA has sent an email to the James City County administration regarding space needs. Mr. DePue suggested Ms. Moorman draft a letter to go to the Board of Supervisors and volunteered to meet face-to-face with members of the BOS. Time is becoming an issue because something needs to be in place by mid-summer 2020.

Director of Elections/GR Monthly Update –Ms. Moorman is on the Forms Design Committee for ELECT. She's in charge of designing the Absentee ballot application to present to her group and ELECT by December 15th. James City County leads the state (for counties our size) for annual AB applications. Chris Piper was the featured speaker

at the LWV-WA Fall Reception. Ms. Moorman is one of five Directors of Elections/GR on an Emergency Management Committee with representatives from the VA State Police, Homeland Security, Department of Emergency Management, FBI and others. Scott Stevens, JCC County Administrator, has invited Ms. Moorman to attend the JCC Executive Leadership Team (ELT) meetings with other department heads twice each month. JCC will install metal doors three places in the building where the public comes into the office. The Police are very insistent the doors must have steel frames for security reasons.

The EB commended Ms. Moorman and Ms. Lohr for their hard work, efficiency and service to voters.

The meeting was adjourned at 4 p.m.

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Kay Cheves
Secretary