

James City County Electoral Board

Meeting of Wednesday, December 3, 2019
Voter Registration and Elections Office
5300 Palmer Lane, Suite 2a-Conference Room, Williamsburg, VA

Tom Gee, Chair, called the meeting to order at 9:35 a.m. on Wednesday, December 3, 2019. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; and Sheila Lohr, Deputy Director of Elections.

Approval of Minutes – The minutes for the August 6 and October 9 regular meetings and the November 6-8 General Election Canvass were approved.

March Presidential Primary Election – The final testing of voting equipment (L&A Testing) will be done on Friday, January 10. Electoral Board members will be present during testing on the following schedule: 8:30-11:30 – Mr. Gee; 11:30-2:30- Ms.Cheves; and 2:30-conclusion of testing-Mr. DePue. Other 2020 L & A testing dates are Friday, April 17, for the June Primary, and Friday, September 11, for the November General Election.

Based on Ms. Moorman's recommendation, Mr. Depue moved the ballot order for the March Primary be 55% of the registered voters [rather than 60% approved in November]. Ms. Cheves seconded the motion that was approved by unanimous vote.

Budget – Ms. Moorman presented the 2021 Proposed Budget. Major factors affecting the budget projections include anticipated redistricting; the number of elections during this period; anticipated increase in temporary staffing and space needed when no-excuse absentee voting goes into effect prior to the November Election; and voter equipment replacement.

Staffing – Interviews for the Senior Assistant Registrar have been held and the position has been offered. Ms. Moorman is also in the process of hiring one of the "on-calls" for a permanent part-time position.

Office Space – A meeting was held with the architect to discuss the space required to accommodate the anticipated increase in early voting when the no-excuse absentee voting goes into effect prior to the November General Election.

Director of Elections/GR Monthly Update – DMV is holding a Demo Day on December 5th to demonstrate new features to help improve voter registration at DMV.

A Citizenship Ceremony is held in November every two weeks. An electronic poll book demonstration day by two vendors is being set up for staff, EB members, and two JCC IT staff members.

The meeting was adjourned at 11:28 a.m.

Kay Cheves
Secretary