

James City County Electoral Board

Meeting of Tuesday, January 14, 2020
Voter Registration and Elections Office
5300 Palmer Lane, Suite 2a-Conference Room, Williamsburg, VA

Tom Gee, Chair, called the meeting to order at 10 a.m. on Tuesday, January 14, 2020. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Sheila Lohr, Deputy Director of Elections; and Lucy Painter, Williamsburg Area League of Women Voters.

Approval of Minutes – The minutes of the December 3, 2019 regular meeting were approved.

March Presidential Primary Election

- L & A Testing – Due to a variety of factors, L & A Testing took longer than expected. However, it was a good learning experience and everything turned out all right in the end.
- Absentee Ballots – The deadline for sending out Absentee Ballots is Friday, January 17th. Email ballots will be sent out Wednesday and Thursday, January 15th and 16th.
- Cybersecurity Report – The report has been completed and sent to ELECT.
- Election Officer Training – Training begins on January 24th with Active Threat/Stop the Bleed training given by the Police and Fire Departments.
- Election Day Traffic – A traffic officer will be in place at the Jamestown D precinct on Longhill Road for the November Presidential Election. Ms. Moorman does not recommend providing a traffic officer for the March Presidential Primary.

Staffing – The Office is fully staffed with the recent hiring Senior Assistant Registrar. Two on-call staff members, who have experience as Chief of Elections, are working on forms and the Polling Place Handbook. The office is considering hiring two additional machine technicians.

Budget – Ms. Moorman and Ms. Lohr presented updates to the FY 21 Proposed Budget. Ms. Moorman will be preparing a narrative to outline and explain the significant increases in the proposed budget. Mr. DePue moved approval of the proposed FY 21 Budget with adjustments made for transitioning to 25 precincts beginning in FY 21. Ms. Cheves seconded the motion that was approved by unanimous vote.

Office Space Update – A meeting was held with the space needs architect/engineer to discuss the exact space required to accommodate the anticipated needs in the future. The current building has 5,000 square feet. The space needs engineer recommends 12,000 square feet of usable space will be needed, projecting out twenty years from now.

Calendar Events

- Legislative Day – Ms. Gee tentatively plans to attend VEBA Legislative Day on Tuesday, January 24.
- Virginia Electoral Board (VEBA) Annual Meeting (March 20-22) – Ms. Moorman, Mr. Gee and Ms. Cheves are planning to attend.
- The Virginia Registrars Association of Virginia (VRAV) will hold breakfast meeting with legislators during this General Assembly session.

Director of Elections/GR Monthly Update

- Approximately 96-100 election-related bills have been introduced in the General Assembly this session.
- The Williamsburg Area League of Women Voters has registered 73 high school students at voter registration drives. They will be registering voters at 14 different sites this year. The LWV is the only group Ms. Moorman has authorized to hold voter drives in county facilities.

Executive Session – Mr. DePue moved the Board go into executive session to discuss a campaign and voter matter. Ms. Cheves seconded the motion that was approved unanimously. Mr. DePue moved to certify that only matters related to a campaign and voter matter were discussed in executive session. Ms. Cheves seconded the motion that was approved by unanimous vote.

Mr. DePue moved that in the matter of the campaign finance violation the Electoral Board take no action at this time due to the lack of clarity in the State Regulations. Ms. Cheves seconded the motion that was approved by unanimous vote.

The meeting was adjourned at 11:55 a.m.

Kay Cheves
Secretary