

**James City County Electoral Board**  
Emergency Meeting, Telephone Conference Call  
Tuesday, April 28, 2020

Tom Gee, Chair, called the emergency meeting to order at 10:02 a.m. Others involved in the meeting were Perry DePue, Vice Chair; Kay Cheves, Secretary, Dianna Moorman, Director of Elections/General Registrar, and Shiela Lohr, Deputy Director of Elections.

The purpose of the meeting was emergency planning for 2020 elections necessitated by the coronavirus, including review of the Voter Registration and Elections Office section of the James City County FY 2021 Proposed Budget.

- Major areas of concern in the JCC FY 21 Proposed Budget are the reduction in funds for Salaries and Temporary Help.
- Mr. DePue will draft a letter from the EB and Director of Elections/Gr that expresses (1) our concerns about the JCC Proposed Budget and (2) the need for the funds requested by the Office in order to meet State and Federal mandates and to insure voter integrity, security and confidence in the electoral process is not compromised in any way.
- There will be an outside ballot drop-box, but the exact type is still under consideration.
- A stamped, self-addressed envelope will be included in the absentee ballot mailing. A USPS 1<sup>st</sup> class stamp will be used because it is less expensive than using the postage meter.
- A work order for outside lighting has been resubmitted to the County.
- Requests for absentee ballots are considerably higher this year than in previous years— 500 to date vs a total of 180 two years ago.
- Senator Norment's Office does not anticipate any changes in the June 23<sup>rd</sup> primary date.
- EO Chiefs are being called today and asked to contact their workers.
- On-call workers will be contacted to help with stuffing envelopes and other areas related to the June 23<sup>rd</sup> election.
- L & A Testing is still set for Friday, May 1<sup>st</sup>. The room is being set up to maintain the 6-foot distance requirement. Mr. Gee is still planning to observe during part of the day.
- Ms. Moorman anticipates needing additional poll workers to hand out pens, clean voting booths after each voter and curbside voting.
- WJCC School Superintendent has given permission to use the schools in June.
- Ms. Moorman plans to use the main hallway in the schools so voters to minimize the distance from the entry to the voting area.
- A clear plastic shower curtain on a PVS stand will be used for a privacy screen to separate the voter from the poll book worker when the voter is checking in.

The conference call emergency meeting adjourned at 11:22 A.M.

Respectfully submitted,  
Kay Cheves, Secretary, James City County Electoral Board