

James City County Electoral Board
Emergency Meeting, Telephone Conference Call
Tuesday, May 5, 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 primary purposes of the meeting were (1) emergency planning for 2020 elections, necessitated by the coronavirus; and (2) review of Mr. DePue's draft letter to the JCC Board of Supervisors about cuts in the FY 21 JCC proposed budget.

- The Chair of the Board of Supervisors contacted Mr. DePue and asked about plans for handling absentee ballots and in-person absentee voting in the upcoming June co-primaries.
- To ensure safe and sanitary polling places:
 - There will be plexiglass dividers at the front counter.
 - Hand sanitizer will be available at the entry to the office.
 - Only one person (plus family members) will be allowed in the lobby at a time. A sign will be placed in the entry to the building with this message.
 - Staff will wear masks and visitors/voters will be encouraged to wear masks.
 - An outside sign will designate the spot for curbside voting and will include a telephone number to call a staff member who will go outside to assist the voter. On-call staff members will assist with curbside voting.
 - Pens will be used by only one voter. Thirty thousand have been ordered.
 - ELECT notified localities on May 1st that they are sending single use pens, masks, face shields, gloves, and disinfectant.
 - Tape will be used to mark 6 ft. spaces in waiting areas.
- Ms. Moorman has been working with JCC administrative staff members on several items; they have been open and helpful.
- An outside drop box that is ADA accessible will be in place for the November 2020 election. There is not enough time to install a drop box for the June election.
- L & A testing went smoothly last Friday after a small glitch in programming was fixed.
- There will be three ballot styles for the June election: Republican: U. S. Senate; U. S. Senate and 2nd Congressional District; and Democratic: 1st Congressional District.
- As of May 4th, 314 ballots for the Republican primary and 552 for the Democratic primary have been requested. Some requests are from voters in precincts that do not have a dual primary, so the actual number of absentee ballots to be mailed will be less than the number requested.

- John Carnifax, Director, Parks & Recreation, has given permission to start preparing to move to the JCC Recreation Center before November.
- Mr. DePue's draft letter to the Board of Supervisors was discussed and approved with the following changes: Include a specific reference to the \$100,000 cut in Temporary Help and substitute *mandated* for *lofty* in the last line of item 1).

On behalf of the Electoral Board, Mr. Gee expressed commendations and appreciation to Ms. Moorman, Ms. Lohr, Ms. Shilling and Mr. Jones for the outstanding job they are doing under very difficult circumstances.

The conference call emergency meeting adjourned at 11:18 A.M.

Respectfully submitted,

Kay Cheves, Secretary, James City County Electoral Board