

James City County Electoral Board

Meeting of Tuesday, May 12, 2020

Telephone Conference Call

Williamsburg, Virginia

Tom Gee, Chair, called the meeting to order at 10:02 A. M. Others participating in the meeting via telephone conference call were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; and Shiela Lohr, Deputy Director of Elections.

Minutes - The minutes of the April 7, 2020 telephone conference regular meeting, and April 14, 21, 28 and May 5, 2020 telephone conference emergency meetings were approved.

June Dual Primary Election Planning Update

- 1,200 ballots were sent out last week
- Ms. Moorman is working on FAQ sheet.
- Additional Election Officers (EO) are being recruited.
- EO Training sessions will be held via telephone conference call.
- Ms. Moorman and Ms. Colvin are converting the training slides into a Word document that will be emailed to the EOs.
- EO training will include social distancing information.
- Discussions are still underway with JCC staff about being back-up EOs on Election Day.
- Safety measures will include
 - Signs indicating masks are encouraged and appreciated.
 - Table placement to maintain a safe distance.
 - Privacy shields in the office and at pollbook tables.
 - Hand sanitizer will be in the office and within each polling place.
 - Marking pens will be used by only one voter.
 - Each EO will bring his/her own food.

FY 21 Proposed Budget

- A letter, drafted by Mr. DePue on behalf of the EB and the Director of Elections/GR, was sent on May 10h to the JCC Board of Supervisors and Administrators expressing our concerns about the FY 21 JCC Proposed Budget.

Staffing

- The Senior Assistant Registrar position was posted today and will remain up for 7 days.
- Ms. Moorman is working on hiring additional on-calls to help in the office.

Director of Elections /General Registrar Monthly Update

- The staff is working on completing the Annual Capital Asset Inventory of all machines and equipment valued over \$5,000.
- The new State Absentee Ballot Application Form allows any voter to request ballots for the entire year.
- The staff has visited the JCC Recreation Center to look at the space that will be used for early voting for the November 2020 Presidential Election and to determine if additional outlets will be needed.

Other Business

- The Electoral Board expressed appreciation to Ms. Moorman and other members of the staff for their dedication and hard work under difficult circumstances during the past few months.

Next Meeting

- The next regular meeting will be on June 9, 2020.
- Emergency telephone conference meeting to review plans for the June 23rd Dual Primary Election will be held on Tuesdays leading up to the election.

There was no further business, and the meeting was adjourned at 11:38 A.M.

Kay Cheves, Secretary