

***James City County Electoral Board***  
Emergency Meeting, Telephone Conference Call  
Tuesday, May 19, 2020

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

The primary purpose of the meeting was an update on emergency planning for 2020 elections, necessitated by the coronavirus.

- The office is mailing out between 100-200 ballots/day.
- 115 privacy shields for the June election. JCC General Services has cut all supplies.
- Ms. Moorman is working on getting clear plastic shower curtains for safety screens.
- JCC has put a spending limit on credit cards which may delay purchasing some items.
- Ms. Shilling and Ms. Lohr are working in the office on Tuesday and Thursday.
- Volunteers and on-calls (Ms. Colvin and Mr. Jones) are helping on Wednesday.
- Ms. Moorman and Ms. Colvin are putting the Chief and Assistant Chief Election Training slides into Word format and will email it to everyone.
- JCC employees will be back-up Election Officers in June.
- Each pollbook will be on a separate 6-foot table.
- Staff wear gloves when they open mail.

The meeting adjourned at 10:27 a.m.

Respectfully submitted,

Kay Cheves, Secretary