

James City County Electoral Board

Meeting of Tuesday, August 11, 2020
Voter Registration and Elections Office
5300 Palmer Lane, Suite 2a-Conference Room, Williamsburg VA

Tom Gee, Chair, called the meeting to order at 10:08 A. M. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, General Registrar and Director of Elections; Shiela Lohr, Deputy Director of Elections; and two observers from the Williamsburg Area League of Women Voters.

Minutes - The minutes of the June 9, 2020, regular meeting; June 16 and June 17, 2020, emergency meetings; and June 24-26, 2020 Canvass were approved.

November General Election Planning Update

- L & A Testing - L & A Testing will be on Friday, September 11. Electoral Board members will observe as follows: 8:30-11:30 Perry; 11:30-2:00 Kay; 2:00 end Tom.
- Ballot Styles - There are six ballot styles; ballots will be ready by September 10. Sample ballots will be posted on the website by the end of September.
- Ballot Applications - Over 4,000 applications for ballots have been received.
- Colored Envelopes - ELECT is encouraging all localities to use colored envelopes for the ballots. The envelope containing the ballot is blue and the envelope to return the marked ballot is red. 8,000-10,000 regular envelopes have already been ordered and purchased by James City County. Following a brief discussion of whether we should use the envelopes that have already been purchased or use the colored envelopes approved by ELECT, Ms. Moorman's recommended we use ELECT's full color envelopes.
 - Mr. DePue moved to adopt ELECT's full color envelopes. Ms. Cheves seconded the motion that was approved by unanimous vote.
- Pollbooks - Twelve new pollbooks have been ordered for use at the Vote Center. ELECT is now requiring a pre-election audit of pollbooks to confirm that the pollbooks work.
- Vote Center - The Board of Supervisors will hold a public hearing and vote on the in-person Absentee Vote Center at the James City County Recreation Center. If approved, it will be open from 8-5, beginning September 18 until October 31.
- Ballot Drop Boxes - The Virginia General Assembly will convene on August 18 for a special session. One of the items they will consider is use of Ballot Drop Boxes. If they are approved, JCC will place one at the Vote Center as soon as it arrives which may be mid-October.
- Ballot Order – Based on anticipated demand, Ms. Moorman recommended we increase the ballot order from 130% to 140% of registered voters; two-thirds of the ballots will be Congressional District (CD) 1; one-third, CD 2.
 - Mr. DePue moved the ballot order be 140% of registered voters, with the ballot style allocated as recommended by Ms. Moorman. Ms. Cheves seconded the motion that was passed unanimously.
- Poll Workers – There are enough volunteers to staff the Vote Center. Staff will insure there are both experienced and new workers each shift.
- Medical Reserve Corps – The VMRC will assist at precincts again. Ms. Moorman will make sure they are aware of expectation when they are recruited.

- Democracy Defender Media Campaign – The State hired a media firm to develop a campaign to highlight the November election. Ms. Moorman is one of ten officials from across the state who were chosen to be part of this project.
- Equipment Testing – ESO will do annual maintenance on each machine next week. To insure everything will work on Election Day, Ms. Moorman is having them replace the battery in each machine and make sure everything is calibrated and nothing is loose.
- Community Relations – Ms. Moorman has spoken to a civic club via conference call; participated in a zoom meeting about the Unitarian Universalist's UUtheVote campaign; participated in a US Election Assistance Commission podcast about the primary election; been interviewed by someone from Hearst Media for ABC news about our experience with the USPS during the June primary. Ms. Moorman and Ms. Lohr will be the subject matter experts on Absentee Voting at the Region 2 VRAV Regular Meeting in Powhatan County.

Voting Security Plan - An outside light, mounted on the building, is still under discussion with JCC. The Voting Security Plan will be on the EB September Agenda.

Budget/Staffing Update – The Office is fully staffed. They are bringing in on-calls to work in the office and Vote Center and have recruited an IT expert to help.

Director of Elections/General Registrar's Monthly Update

- The Office has been inundated with telephone calls about a 3rd party mailing of absentee ballot applications to individuals on a list that was not an official list of registered voters. This has had a real impact on the ability of the office staff to complete their work.
- James City County is close to having 60,000 registered voters (59,299).
- Individuals who get a DMV license are now automatically registered to vote unless they specifically opt out.

Recess: At 12:22 p.m. the EB recessed for lunch and reconvened at 1:45 p.m.

Freedom of Information Act (FOIA) – Based on experiences in another area, there have been several mail updates to FOIA. Ms. Moorman reviewed the FOIA updates and requirements with the EB.

Executive Session – Evaluation of the Director of Elections/General Registrar –At 2:18 p.m., Mr. DePue moved to go into Executive Session to discuss a personnel matter pursuant to State Code 24.2-109.1. Ms. Cheves seconded the motion that passed by unanimous vote. Mr. DePue's motion to go out of Executive Session and into Public Session was passed by unanimous vote. Ms. Cheves moved that we certify that only matters relating to State Code 24.1-109.1 were discussed while we were in Executive Session. The motion passed by unanimous vote.

The meeting was adjourned at 3:05 PM.

Kay Cheves
Secretary