

James City County Electoral Board

Meeting of Tuesday, September 8, 2020

Voter Registration and Elections Office

5300 Palmer Lane, Suite 2a-Conference Room, Williamsburg VA

Tom Gee, Chair, called the meeting to order at 10:05 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 August 11, 2020, meeting were approved.

November General Election Planning Update

- Phone System - The Office has been very busy, especially with phone calls. Ms. Moorman is looking into getting an automated system that will provide basic voting information.
- Website - The website has been updated and rearranged to make it more user friendly.
- Vote Center
 - Training for Vote Center Election Officers will be held this afternoon.
 - The Vote Center storage closet at the JCC Rec Center has been rekeyed with a touchpad.
 - A large banner will be placed at the entrance to the Vote Center. There are also large "Vote Here" flags on Longhill Road and DePue Drive.
 - Absentee Voting signs will be placed at the Voter Registration and Elections Office pointing to the Vote Center which is one mile down the road.
- Drop Boxes for Absentee Ballots
 - The Voter Registration and Elections Office and the Vote Center will have a Drop Box for absentee ballots.
 - On Election Day, there will be a Drop Box Station at every precinct.
 - The Drop Box is a secure bag with a 6" base and 16" tall.
 - Two Election Officers will be on duty at all times at the Drop Stations.
 - There was a discussion about adding additional Drop Stations in the upper and lower ends of the James City County (JCC) during the 45-day period for early voting which begins on September 18.
 - Mr. DePue moved that we have Ballot Drop-off Stations placed at the James City County Library in the northern end of JCC and JCC Government Center in the southern end of JCC because of COVID conditions. Ms. Cheves seconded the motion. After a lengthy discussion about logistics, staffing, costs, lack of planning time, additional stress on office personnel, Mr. DePue withdrew the motion.
 - Ms. Cheves then moved we have Ballot Drop-off Stations placed in the northern and southern ends of James City County, because of COVID conditions. Mr. DePue seconded the motion in order to get it on the floor. Mr. Gee and Mr. DePue voted no; Ms. Cheves voted yes. The motion failed.

- **Ballot Styles** – There are six ballot styles for this Election:
 - Style 1 – Congressional District 1
 - Style 2 - Federal Only – CD 1
 - Style 3 – President Only – CD 1
 - Style 4 – Congressional District 2
 - Style 5 – Federal Only – CD 2
 - Style 6 – President Only – CD 2
- **Community Relations** – Ms. Moorman has had several speaking engagements on Zoom and will participate in a one-hour live “Ask the Registrar” Event, with call-in questions, on Zoom or Facebook at the end of September or early October.

Voting Systems Security Plan - Ms. Moorman presented the updated Voting Systems Security Plan.

- Mr. DePue moved we approve the Voting Systems Security Plan, updated September 8, 2020. Ms. Cheves seconded the motion that passed with a unanimous vote.

Staffing Update –There are several “on-calls” helping in the office and all are very good workers. Ms. Moorman and Ms. Lohr have been working through lunch and close to twelve hours per day.

Director of Elections/General Registrar’s Monthly Update

- **Election Officer Training Classes** - All Election Officer Training Classes, except the Machine Class, will be held at the JCC Law Enforcement Center. The Machine Class will be held at the Voter Registration/Elections Office.
- **Voter Registration** - The books for voter registration/updates close on October 13. The staff now has to process voter registrations/updates within five days. Previously they had fourteen days to process them.
- **Chiefs Round Table** - The Chiefs Round Table will be Saturday, November 14, at the JCC Law Enforcement Center.

The meeting was adjourned at 12:05 PM.

Kay Cheves
Secretary