

James City County Electoral Board
Meeting of December 8, 2020
Office of Voter Registration and Elections
Conference Room, 5300 Palmer Lane, Williamsburg, VA

Call to Order - Tom Gee, Chair, called the meeting to order at 10:04 a.m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Shiela Lohr, Deputy Director of Elections, and a representative from Newsy.

Approval of Minutes

- October 13, 2020 Draft Minutes – Consideration of draft minutes of the October 13th meeting was deferred until the January EB Meeting.
- November 4-9 Draft Minutes - The draft minutes of the November 4-9, 2020 Canvass were approved with the following corrections:
 - Call to Order – Last sentence: substitute *representative for cameraman* (...and a representative from *Newsy*.)
 - Wednesday, November 4 – First bullet item: Add *Late-arriving* at the beginning of the last sentence (Late-arriving ballots in the Central Absentee Precinct...)

Budget Update

- Software Updates – Approximately \$60,000-\$100,000 in additional funds will be needed to purchase software updates for existing voting equipment. The cost was unknown when FY 21 funds were requested.
- Personnel – Three additional full-time employees are needed.
- Elections – We may need to budget for three elections, rather than two as previously submitted, in the next two fiscal years.
- Electronic Pollbooks – FY 22 budget: The electronic pollbooks have to be replaced before 7-1-21 at a cost of \$150,000.

Staffing Update

- Resignation - The Deputy Assistant Registrar has just resigned, effective Friday, December 11, 2020.
- Over Time - All staff members worked 12-20 hours/day during the November election season and have accumulated a significant number of overtime hours.
- Pay Scale - There is a significant need for improvement in the pay scale for office employees. No one is on a pay scale that is commensurate with the work that is required and being carried out. This creates staffing and morale problems.
- Job Descriptions - Ms. Moorman is revising the Job Descriptions for the three positions currently funded.

November Election

- Election - The Election went very well. Since many people voted early, there were no significant delays at the polls on election day.

- Vote Center - The Vote Center was a huge success. All comments by EOs and voters have been positive, including items in newspaper articles and comments in the *Virginia Gazette's Last Word* page.
- Drop Stations - The Drop Stations were not utilized as much as expected. The cost per ballot cast was \$72.
- Chiefs Round Table – Due to a scheduling mix-up, the Chiefs Round Table was cancelled and will not be rescheduled.
- Polling Place Signs - The signs identifying the Vote Center were tall and easy to locate. Ms. Cheves requested the same kind of sign be provided to each precinct in the future.

Voter Registration System Security (VRSS) Minimum Security Standards (MSS) 2021 – This will be discussed at the January 2021 meeting.

Director of Elections/General Registrar Monthly Update

- Space Needs - Ms. Moorman is meeting with Grace Boone, Director, General and Capital Services Department, regarding space needs on December 14.
- Award – The 2020 JCC Board of Supervisors' Chairman's Award has been awarded to the volunteers, Election Officers, and Office staff members for their service during the 2020 election season. It will be presented at the BOS meeting at 5 o'clock this afternoon. Ms. Moorman is also making a presentation to the BOS at this meeting.

Other Business – There is a need for a Database of Election Officers.

Next Meeting – The next EB meeting will be Tuesday, January 8, 2021, at 10 a.m. in the Conference Room.

Adjourn - The meeting was adjourned at 12:26 p.m.

Respectfully Submitted,

Kay Cheves, Secretary