

James City County Electoral Board

Meeting of Tuesday, March 9, 2021
Voter Registration and Elections Office
5300 Palmer Lane Williamsburg VA

Call to Order - Tom Gee, Chair, called the meeting to order at 10:10 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 a representative from the Williamsburg Area League of Women Voters.

Minutes – Mr. DePue moved approval of the draft minutes of the Regular Meeting of February 9, 2021. Ms. Cheves seconded the motion that was approved by unanimous vote.

Appointment of Election Officers (EO)

- Ms. Moorman presented lists, by party affiliation, of 178 Election Officers appointed since March 1, 2020. Mr. Gee moved approval of the proposed Election Officers, effective March 1, 2021, until February 28, 2022. The motion was seconded by Mr. DePue and approved by unanimous vote.
- There was a brief discussion about appointment of Chiefs and Assistant Chiefs which was deferred until the April meeting.

June 2021 Primary Election

- Filing Deadline - The deadline for candidates to file for the June 8th primary election is March 25, 2021.
- Governor, Lt. Governor, Attorney General
 - Democrats - There will be a Democratic Primary for the Governor, Lt. Governor, and Attorney General.
 - Republicans - Republican candidates will be decided in a Republican Convention.
- House of Delegates Representatives - Both the Democratic candidates (93rd and 96th districts) and the Republican candidate (96rd district) for the House of Delegates are unopposed, so there will be no primary for those seats.
- James City County Board of Supervisors: Both parties will hold a party caucus to select their candidates for the Jamestown District and Powhatan District seats on the JCC Board of Supervisors.
- Ballot Order – Based on Ms. Moorman's recommendation, Mr. DePue moved we order 50% of the precinct totals for the Democratic Primary and 25% of the precincts total for the Republican Primary [if one is held]. Ms. Cheves seconded the motion which passed unanimously.
- Vote Center
 - All staff members will receive training on Vote Center procedures, including use of poll pads, uploading and downloading data into VERIS.
 - The Vote Center will open for early voting on Friday, April 23.
- Covid-19 Protocol – Social distancing, EO's use of masks, and other safety precautions will be followed for this election.

- Drop Boxes – Drop Boxes will be available at the Vote Center and the Elections Office. Metal drop boxes will be used this election.
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- Logic and Accuracy Testing – L & A testing will take place on Friday, April 16, EB members will observe on the following schedule: 8:30 A.M. – 11:30 A.M - Mr. DePue;
11:30 A.M.-2:30 P.M. – Ms. Cheves 2:30 P.M. – Finishing – Mr. Gee.

Director's Monthly Update

- Budget
 - The Zoom Budget Meeting with the JCC Administration on Friday, March 5, to review the Elections Office's proposed budget was helpful.
 - The proposed budget is currently being reviewed by the staff. Ms. Moorman is working on job descriptions for new positions requested in the proposed budget.
- Staffing
 - The Senior Assistant Registrar position has been filled by Shelley Hackworth. She started work on March 1, 2021 and is focusing on Voter Registration and the phones.
 - An experienced temporary employee is working full-time on Absentee Voting.
 - Three on-calls are also working on a regular basis.
 - Ms. Moorman is working on getting the title of Ms. Lohr's position, Deputy Director of Elections, changed to reflect the many duties involved with her position.
 - The entire staff will be responsible for the Vote Center.
- Space
 - Ms. Moorman is working with the Purchasing Office to rent storage units for voting equipment.
 - This will provide more work space in the Election Office.
 - The storage units will be included in the proposed budget under Rentals.
- The Risk Limiting Audit (RLA) was successful at both the county and State levels.
- Virginia Department of Election Handbook – Due to the number of changes in Virginia Voting Laws, the Handbook needs a lot of updating. The staff and EB will revisit this item again after July 1, 2021.
- GR Certification
 - Must be completed by July 1, 2021.
 - The State can remove the GR from his/her position if this certification has not been completed on time.
 - Ms. Moorman invited 20 other GRs to the JCC Election Office to work (independently) on completing the requirements for certification at their own pace on their own computer but in a group setting.
- US Election Assistance Commission (USEAC) 2020 Clearinghouse Awards - At the encouragement of Commissioner Christie McCormick, Ms. Moorman submitted two projects:
 - *Chiefs Round Table*
 - *Election Security Task Force*
- Early Voting Option
 - The 2021 General Assembly enacted legislation that allowed optional Sunday voting during the 45-day early voting period.

- After a discussion of the pros and cons of adopting this option in JCC, the EB agreed this option was not necessary in James City County at the present time.
- Pre-Registration
 - Effective July 1, 2022, sixteen- and seventeen-year-olds can register to vote when they receive a driver's license.
 - DMV will maintain the database of those who have registered.
- List Maintenance Clearing
 - Registered voters who have not voted in the last two federal elections are being removed from the rolls.
 - The current JCC registrant count of 62,125 will drop no more than 1,540 registrants.
 - The State hasn't advised localities of the deadline for completing this process.
- Electoral Board Training – On-line training for EB members is still available and should be completed.
- Ms. Moorman has been invited to join the Richmond Women Leaders Association.

Other Business

- USEAC Women's History Month and National Women's Month Women Leaders in Elections Series
 - Ms. Moorman is one of four women selected to be interviewed for this series.
 - Commissioner Christie McCormick will interview her on March 23. The interviews will be available on the USEAC website and Facebook page after that date.
- Zoom sessions will be used for training Election Officers for the June primary. This will be free of charge to the Elections Office.

Next Meeting – April 12, 2021

Adjourn – The meeting adjourned at 1:05 P.M.

Respectfully submitted,



Kay Cheves, Secretary