

## ***James City County Electoral Board***

Meeting of Tuesday, April 13, 2021  
Voter Registration and Elections Office  
5300 Palmer Lane Williamsburg VA

**Call to Order** - Tom Gee, Chair, called the meeting to order at 10:00 A. M. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, General Registrar/ 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 March 9, 2021, with the following correction:

Delete the last item on page one (Drop Boxes, 8<sup>th</sup> item under *June 2021 Primary Election*).

Ms. Cheves seconded the motion that was approved by unanimous vote.

### **June 2021 Democratic Primary Election Update**

- Ballot Order – 50% of the number of JCC registered voters will be ordered for the Democratic Primary, as approved by the EB in March.
- Voting System Certification Standards – Ms. Moorman reported, to the best of her knowledge, the electronic pollbooks to be used in the June Primary meet the certification standards.
- Training Classes for Election Officers (EO)
  - The days for the virtual classes have been set but the schedule for specific classes is still being developed.
  - Computer knowledge is a priority for EO.
- Printed Materials - All printed materials will be red, white, and blue in the same design used on the Early Voting Locations card that Ms. Moorman distributed before today's meeting.
- Voter IDs - Voter IDs will be placed directly on the Poll Pads in a designated space, in lieu of the note pad paper used for 2020 June Primary and November General Elections.
- Primary Information – A window decal with information about the Democratic Primary will be posted on the outside door at the Voter Registration and Elections office and on the inside door at the Vote Center.
- Absentee Ballots – The staff is working to get the Absentee Ballots out so voters receive them by April 23<sup>rd</sup> when absentee voting begins.
- Ballot Curing Post-It Note Form for Absentee Ballots
  - Pre-printed ballot-curing Post-It note forms will be used to record information about absentee ballots that have missing items.
  - There is a place on the form for notes and the initials of the staff member who is reviewing the ballot.
  - The forms will be used to monitor progress on completing the missing items; to keep the ballots in alpha order; and to enter the information onto a spreadsheet after the problem is solved.
- Logic and Accuracy Testing – L & A testing will take place on Friday, April 16. EB members will observe on the following [revised] schedule: 8:30 A.M. – 11:30 A.M - Mr. DePue;  
11:30 A.M.-2:30 P.M. – Mr. Gee 2:30 P.M. – Finishing – Ms. Cheves
- Vote Center - Everything is packed and ready to be transported to the Vote Center.

## Director of Elections/General Registrar's Monthly Report

- Budget Update
  - JCC is changing the budget format. Ms. Moorman and Ms. Lohr will be going to training classes within the next week.
  - Mr. DePue expressed concern that the JCC budget doesn't show the total cost to run this department since expenditures that are paid from outside sources (e.g., grants, CARES Act funds) are not included.
  - Ms. Moorman reported that she is working with JCC to develop a budget that reflects ALL expenditures, including those that are paid by outside sources.
  - The salary of the Director of Elections/General Registrar has been upgraded to be comparable to that of the Treasurer, effective 7/1/21.
  - Ms. Moorman is looking into applying for a Homeland Security Grant that would be used for a system to access the building.
- Staffing Update
  - Applicants for the Senior Assistant Registrar position are currently being interviewed.
  - One of the two new positions in the departmental budget request was included in the proposed JCC budget.
  - Both Ms. Shilling and Ms. Lohr have accrued a lot of overtime hours during the past few months.
- Space Update
  - The preliminary plan for new office facilities will be presented on Thursday, April 15, at 1:15 by the Director of General Services and members of her staff. EB members are invited to attend the presentation.
  - Rental storage space is still under investigation.
- Absentee Ballots
  - Annual applications for absentee ballots were mailed out by 12/15/20. Several thousand applications have been returned.
  - After July 1, 2021, the annual absentee list will become the permanent absentee list and voters no longer have to request an annual application for absentee ballots.
  - At this point, it is not clear whether or not the form mailed on 12/15/20 will be a permanent request or a request for only elections held this year.
- L & A Testing for November General Election – L & A Testing will be on THURSDAY, September 9, rather than Friday, September 10, as originally scheduled. The EB L & A observation schedule will be the same as the schedule for the June Democratic Primary.
- Work Groups - Ms. Moorman has been assigned by ELECT to the following Work Groups:
  - Absentee Ballot Work Group
  - Form Work Group
  - Risk Limiting Audit Work Group
  - Signs Work Group

## Other Business

- 2021 Annual ELECT Training
  - ELECT's Training will be on Tuesday, June 29, via online WebEx video conferencing.
  - Annual Training is required for newly appointed and reappointed EB members.
  - It is optional for all other EB members and GRs.

- Poll Pads - Ms. Moorman is working with the vendor on updating the new Poll Pads.
- Operating Procedures – There was a brief discussion about general operating procedures and upcoming meetings.

#### **Executive Session – Precinct Personnel Matters**

- Mr. DePue moved to go into Executive Session to discuss a precinct personnel matter pursuant to State Code 2.2-3711 Ms. Cheves seconded the motion that passed by unanimous vote.

Upon return to the regular session,

- Mr. DePue moved we certify that only matters relating to State Code 2.2-3711 were discussed while we were in Executive Session. Ms. Cheves seconded the motion which passed by unanimous vote.

**Next Meeting** – June 9, 2021 Canvass

**Adjourn** – The meeting adjourned at 12:15 P.M.

Respectfully submitted,



Kay Cheves, Secretary