

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

Meeting of Tuesday, May 11, 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; and Audrey Orlando, new Senior Assistant General Registrar.

**Minutes** – Mr. DePue moved approval of the draft minutes of the Regular Meeting of April 13, 2021. Ms. Cheves seconded the motion that was approved by unanimous vote.

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

- Chief Election Officers
  - Ms. Moorman has completed a rough draft of a letter to the Chiefs outlining specific duties and expectations.
  - The Chiefs of the Jamestown A (Legacy Hall) and Powhatan B (Lafayette High School) precincts have resigned due to age/health.
- Training Classes
  - Two sessions of the training classes for Chiefs and Assistant Chiefs will be held at the JCC Law Enforcement Center on May 18 (1-3 p.m. and 6-8 p.m).
  - There will be no Election Officer Training Classes for the upcoming election.
  - Training classes on using the new Pollpads will be held in late August.
  - The Electronic Pollbooks will be used for the last time in June Primary Election.
  - There will be training classes for all EOs working in the November 2021 General Election.
- Vote Center
  - Bob Stephens, Chief, is doing an outstanding job assisting with maintaining and operating the Vote Center.
  - They are averaging approximately 30 voters each day.
  - Because the number of voters is lower than it was in November, the number of EOs has been reduced from 12 to 7 and the space has been reduced from two rooms to one.
  - As of this morning, 404 people have voted in person at the Vote Center.
  - The Vote Center will be open for voting on the two Saturdays prior to Election Day: May 28 and June 5.
  - The Vote Center will be closed on Memorial Day, May 30.
  - The voting machine card has to be switched out when 5,000 votes have been cast. Machine techs will be paid for a minimum of two hours when they have to come out to switch the cards.
  - Final tapes must be kept for two years for a federal election and one year for state and local elections.
- Other
  - Approximately 10 requests for absentee ballots are received each day.
  - The staff and volunteers have been printing forms and preparing documents needed for Election Day.

- SMARTboxes will be packed tomorrow. They have been well received by JCC EOs and used in other localities throughout Virginia.

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

- Budget Update
  - Ms. Moorman had previously scheduled deadlines on all dates that training sessions on the new JCC budget system were scheduled. She did follow up and receive the required training.
- Staffing Update
  - Audrey Orlando is the new Senior Assistant General Registrar. Her responsibilities include working with Election Officers and maintaining the database.
  - Ms. Orlando and Ms. Lohr are full-time employees and Darla Shilling is the part-time employee. Several on-calls have been working on a daily basis to help with the workload.
  - Everything is working well. They are focusing on the "best" way rather than the "way it's always been done". New employees can often suggest a "better" way to do things in the office.
- Space Update
  - The search for a new location with more space is still being carried out.
  - JCC recognizes that space is a priority for the Elections Office and they have been very helpful.
- Other
  - CERA Training - Ms. Moorman started taking courses to become a Certified Elections/Registration Administrator (CERA) before the pandemic. She plans to attend additional training sessions in Virginia Beach the last week in June.
  - Split Precinct Waiver – The Board of Supervisors will be voting on a Resolution to authorize the General Registrar to request a Split Precinct Waiver from the State Board of Elections, per State Law.

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

- Mr. DePue moved to go into Executive Session to discuss a 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, 11 a.m. Canvass

**Adjourn** – The meeting adjourned at 12:47 p.m.

Respectfully submitted,



Kay Cheves, Secretary