

James City County Electoral Board

Meeting of Tuesday, August 10, 2021
Voter Registration and Elections Office
5300 Palmer Lane Williamsburg VA

Call to Order - Tom Gee, Chair, called the meeting to order at 10:03 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 – Ms. Cheves moved approval of the draft minutes of the Regular Meeting of May 11, 2021, and the Canvass of June 9-11, 2021. Mr. DePue seconded the motion that was approved by unanimous vote.

November 2, 2021 General Election Update

- Letter to Chief Election Officers
 - To insure EOs are aware that Virginia Code prohibits personal political comments at the polls, Ms. Moorman has written a letter to the Chiefs that outlines specific duties, Code requirements, and expectations for all Election Officers.
 - A copy of the letter will be included in the slide presentation used at the Chiefs Training Sessions.
 - In addition, a copy of the letter will be given to each Chief at the Training Session.
 - *Electoral Board members expressed strong support for this strong emphasis on non-partisanship at the polling places. They also recognized the importance of the Chiefs' role in monitoring and maintaining a non-partisanship atmosphere at the polls.*
- Vanity Overby, deceased Jamestown School Board Candidate
 - Ms. Moorman has been unable to obtain a copy of Ms. Overby's death certificate.
 - Based on actions that Ms. Moorman has taken, Chris Piper has approved removing Ms. Overby's name from the ballot.
- Sample Ballot
 - The deadline for filing a referendum to be placed on the ballot is August 13th.
 - Sample ballots will be available the week after August 13th.
 - The deadlines are available on the website.
- Ballot Order
 - Ms. Moorman recommended the ballot order be 90% of the registered voters.
 - A major factor in deciding the number of ballots to order is the number of voters who are now on the permanent Absentee Voter list and will automatically receive a ballot in the mail.
 - Mr. DePue moved the ballot order *be 90% of the number of registered voters*. Mr. Gee seconded the motion that passed with a unanimous vote.
- Chief Election Officer Pay
 - Mr. DePue moved the base pay for Chiefs be increased to \$145/day, plus an additional \$20 for helping to recruit and staff EOs. Ms. Cheves seconded the motion which passed unanimously.
 - *Chiefs will continue to be reimbursed for use of personal cell phones to transmit information on Election Day and mileage for picking up and returning election materials to and from their precincts to the Elections Office.*

- Thank You Gift
 - All Election Officers will receive a navy blue tote bag as a thank you for their service on Election Day.
 - Each tote bag costs \$1.80 and has the JCC logo and an American flag on the front.
- Ballot Drop Boxes
 - *Ms. Moorman stated ballot drop boxes will be available at the Vote Center and at the Elections Office 45 days before Election Day.*
 - *She proposed purchasing two additional ballot boxes to place in each end of JCC at the JCC Library in Norge and the JCC Government Center in the eastern end of JCC for the 10 business days prior to the election. She also stated all drop boxes will have 24-hour surveillance.*
 - Mr. DePue and Ms. Cheves endorsed Ms. Moorman's proposals; Mr. Gee is opposed to the ballot box concept.
- Training
 - *Stop the Bleed* training will be given on August 24th at the JCC Law Enforcement Center.
 - Training includes
 - How to defuse situations
 - How to provide first aid until first responders arrive.
- Poll Pads
 - The Poll Pads have been approved by The Board of Supervisors, ordered, and are now being shipped.
 - Ms. Moorman has been in touch with the vendor about the training that needs to be provided.
- Voting Machines - ESO is calibrating the voting machines tomorrow, August 11.
- L & A Testing
 - Testing is scheduled for Thursday, September 9th.
 - EB members will observe on the following schedule:
 - 8:30 - 11:30 - Mr. DePue
 - 11:30 - 2:30 - Mr. Gee
 - 2:30 – finish – Ms. Cheves
- Curbside Voting – *A new section of the VA Code requires a sign about curbside voting be placed at the 40-foot line at each polling place.*

Director of Elections/General Registrar's Monthly Report

- Budget Update
 - James City County's new budget software has been installed.
 - The current rental amount paid to privately owned precincts (churches) is \$150.
 - Mr. Gee moved the rental for precincts be increased to \$300, effectively immediately. Mr. DePue seconded the motion that passed with a unanimous vote.
 - ESO has a high charge to clear thumb drives.
 - There are currently two options:
 - Subscriptions - approximately \$19,000
 - Purchase the software - \$3,000/computer or \$38,000 for software, plus \$8,000/year to maintain.
 - The decision will have a big impact on next year's budget.
 - Local offices are currently waiting for guidelines from ELECT.

- Staffing Update
 - Infrastructure Coordinator is a newly funded position.
 - A few applications have been received for this position.
 - Ms. Moorman is working with the Personnel Office on additional staffing for the office.
- Space Update
 - The new facility has 14,000 square feet.
 - Ms. Moorman is currently planning the space use of the building.
 - She wants to arrange a tour of the new facility for EB members.
- Other
 - Ms. Lohr is planning to return on a part-time basis around the beginning of September and full-time in October.
 - The Office is getting a new postage machine that feeds 90 envelopes/minute. The current machine feeds approximately 30 envelopes/minute.
 - The Office has a new color copier which should reduce the need to have color copying done by external printers.
 - The machine contract on both the *current* copier and the postage machine has expired.
 - Redistricting
 - Ms. Moorman has had her first redistricting meeting with JCC staff.
 - The County hopes to have the new districts ready to go into effect by the first of the year.
 - Ms. Moorman hopes each precinct will have 5,000 registered voters.

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 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 – September 14, 11 a.m.

Adjourn – The meeting adjourned at 1:05 p.m.

Respectfully submitted,



Kay Cheves, Secretary