

James City County Electoral Board

Meeting of Thursday, September 23, 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; Shiela Lohr, Deputy Director of Elections, and a representative from the Republican Party.

Minutes –Mr. DePue moved approval of the draft minutes of the Regular Meeting of August 10, 2021, as amended to correct Ms. DePue to Mr. DePue (p. 1, last item: Chief Election Officer Pay, first line) and Mr. Moorman to Ms. Moorman (p.3, first item: Staffing Update, last line). Ms. Cheves seconded the motion that was approved by unanimous vote.

November 2, 2021 General Election Update

Importance of Non-partisanship of Election Officers

- To insure EOs are aware that Virginia Code prohibits personal political comments at the polls, Ms. Moorman will include this information in the slide presentation and handout at training sessions for all Chiefs/Assistant Chiefs, experienced Election Officers, and new Election Officers.
- The Electoral Board's strong support for the emphasis on non-partisanship at polling places will be emphasized in the presentation.

Vote Center

- The Vote Center continues to be a success.
- As of today, over 1,650 people have voted at the Vote Center. The average time to check-in a voter is 28 seconds.
- There are seven ballot styles. When the voter has received the ballot, a confirmation slip is printed indicating the ballot style the voter received. This confirmation slip is retained by the Election Office.
- Ms. Moorman has received permission from JCC administrators for candidates to leave their signs out all the time. JCC is not responsible if anything happens to the signs. The tents used by the political parties still need to be picked up daily. The political parties have been notified.

Election Officers

- There has been a problem with "no shows" and EOs, primarily Republicans, deciding to withdraw from the schedule. Since there should be an equal number of EOs from both parties, this has caused a problem in the Office because of the need to fill the slots left with a representative of the same party when people decide to withdraw or not show up to work.
- There was a lengthy discussion about EO no-shows and withdrawals. Mr. DePue recommended sending a letter to the party chairpersons about the situation and how it affects everyone else if this trend is still a problem when the EB meets in October. In the meantime, Ms. Moorman will talk with the WJCC Republican Committee Chair about this situation.

Absentee Ballots

- Permanent applications for absentee ballots has complicated things in the Office. There is an urgent need for a permanent Absentee Coordinator in the Election's Office to handle the vastly increased applications for the Permanent Vote By Mail law changes.

Election Officer Training Schedule

- A copy of the training schedule was included in the materials prepared for this meeting.
- Ms. Moorman encouraged EB members to attend one of the training sessions for Chiefs/Assistant Chiefs on Thursday, October 14.

Other

- Connection to the Cloud (Poll Pads only)
 - Voting machines are **NOT** connected to the cloud.
 - Chris Piper has asked if JCC would be one of five localities participating in a pilot project to test the use of a web-based portal (cloud) for various things, e.g., checking in voters, importing voter credit. Only poll pads will be involved; data will not include any information that would identify voters. This saves time and is more efficient.
 - In response to Ms. Moorman's question about participating in the project, Mr. Gee, Mr. DePue, and Ms. Cheves expressed support for the office's participation in this project.
- Podcast
 - Ms. Moorman has made a podcast with JCC Communications about the November election, e.g., election deadlines, locations, acceptable IDs. It will be posted on the JCC website.

Director of Elections/General Registrar's Monthly Report

Staffing Update

- Ryan Hawley, an experienced IT person, is the new Voting Infrastructure Coordinator. He represents Dianna with Ms. McKenna, and serves as a bridge between vendors and Ms. Moorman and the staff.
- Ms. Moorman will be working with the County to upgrade Ms. Lohr's position to Deputy Director and obtaining a new position in the office, Absentee Coordinator.
- There is a good working relationship with JCC Administrators and the JCC Board of Supervisors.

Space Update

- The building on Courthouse Green has been purchased by JCC to be used as the new Elections Office, Training Facility, Vote Center and a polling place on Election Day.
- Storage space next to the entrance of the new building has been rented to store materials with no identifying information, e.g., voting booths.
- The building needs to be ready in early March in order, so the Voter Center area in the building will be ready for early voting that begins in April 2022.
- Ms. Moorman will set up a walk through with the EB after the November election.

Budget Update

- JCC has authorized the purchase of an additional voting machine that will be ordered after redistricting.
- Ms. Moorman would like to purchase two more machines; permission has been given to buy a total of 5 machines.

Other

POAM Security Letter to ELECT

- Every locality with an IT Department is working on this letter.
- The JCC Deputy IT Director spent seven hours responding to the requirements listed in the letter.

VEBAT Meeting

- The VEBA president presented information on the Freedom of Information Act.

Federal Cares ACT

- Federal Cares Act 2021-JCC spent Cares Act grant funds in the amount of \$69,000 (rounded) on security items.
- Ms. Moorman is not applying for a newly offered grant because none of the items apply to JCC.

Charles City County GR/Director of Elections

- All personnel in the Elections Office have resigned after the GR/Director of Elections was fired.
- Ms. Moorman and several other state and local election officials have been helping with early voting and other responsibilities.

Observer

- The observer asked several questions about election security and lessons learned from the 2020 General Election.
- Ms. Moorman and EB members responded to his questions and concerns and suggested he watch the State Board EB Meetings and Town Halls as they would provide additional clarification as to decisions made on the State level.

Pre-Processing Ballots

- Ms. Moorman estimates they will be able to pre-process 1000 absentee ballots/day and will begin before October 26.
- She will send the dates to EB members as soon as the schedule is set.

Executive Session – Personnel Matters

- At 1:05 P.M. Mr. DePue moved to go into Executive Session to discuss personnel pursuant to State Code 2.2-3711 Ms. Cheves seconded the motion which passed by unanimous vote.
- Upon return to regular session at 1:50 P.M., 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.
- Mr. DePue moved we permanently remove Ms. A. M. Smith as an Election Officer in James City County. Ms. Cheves seconded the motion which passed unanimously.

Next Meeting – October 12, 10 A.M.

Adjourn – The meeting adjourned at 2:10 P. M.

Respectfully submitted,



Kay Cheves, Secretary