

***James City County Electoral Board***  
Regular Meeting of December 15, 2021  
Office of Voter Registration and Elections  
Conference Room, 5300 Palmer Lane, Williamsburg, VA

**Call to Order** - Tom Gee, Chair, called the meeting to order at 10:01 a.m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Shiela Lohr, Deputy Director of Elections; Dot Matthews, incoming member of Electoral Board (2023-2027); and a representative from the Williamsburg Area League of Women Voters.

**Approval of Minutes** - Mr. DePue moved approval of the draft minutes of the October 12, 2021, Regular Meeting and the November 3-5, 2021, Canvass. Ms. Cheves seconded the motion that was approved by unanimous vote.

### **2022 Elections Update**

- Proposed redistricting maps have been developed. James City County is in one Congressional District and in completely new districts for the Virginia House and Senate.
- Some legislative officials strongly favor keeping the Vote Center at the JCC Recreation Center, rather than moving it to the new Elections Office.
- The new Vote Center and precinct needs to be ready for occupancy by June 1 in order for a new precinct to be located there.
- After redistricting, the current polling places will remain the same as much as possible.
- Since the last census and redistricting, Stonehouse District has grown and Roberts District has fewer voters.
- JCC election equipment and software are being upgraded at significant cost.
- Proposed new state legislation requires Central Absentee Precinct (CAP) results to be reported by precinct. The software to accomplish this is significantly more expensive than the software used in the past. This will require a different ballot style for each precinct in future elections in order to report CAP results.
- For future elections, the ballot order for primaries will be 75%-80% of registered voters; for general elections, the number of ballots ordered will be 100% of registered voters.
- The June 2022 Primary will have only candidates for the US House of Representatives on the ballot.

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

- Staffing Update
  - The Senior Assistant Registrar position is still being advertised.
  - Ms. Moorman is working on increasing the number of positions and upgrading salaries for current positions in the office.
  - In all future elections, the pay for Chiefs, Election Officers, and Machine Technicians will be increased.
- Space Update
  - Ms. Moorman anticipates the Elections Office will move to the new building in December 2022.
    - The Department of Health isn't moving out until May 2022. tentatively.
    - An Elections Office cannot move within 60 days of an election.

- Ms. Moorman met with JCC General Services personnel to discuss transporting election supplies from the Elections Office to the precincts. In the future, a truck with a lift will need to be rented because JCC does not own a truck with a lift.
- Budget Update
  - Ms. Moorman complimented Ms. Lohr on her work on the proposed budgets.
  - After the EB reviewed the proposed budgets, Mr. DePue moved approval of the FY 23 and FY 24 proposed budgets. Ms. Cheves seconded the motion that was passed by unanimous vote.

### **Other Business**

- Ms. Moorman reported on conferences, meetings, and classes she plans to attend in 2022:
  - Joint Election Officials Liaison Conference in Washington, D.C. in January
  - VEBA Meeting in Hot Springs, VA – March 18-20
  - CERA Classes in Virginia Beach and Denver, CO
    - The Electoral Board unanimously voted for Ms. Moorman to receive CERA Certification.
- Both EB members and staff members commended Mr. Gee for his outstanding work as a member and chair of the JCC Electoral Board and conveyed very best wishes upon his retirement from the EB at the end of 2021.

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

- At 11:45 A. 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 12:06 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.

**Next Meeting** – The next EB meeting will be Tuesday, January 11, 2022, at 10 a.m. in the Conference Room.

**Adjourn** - The meeting was adjourned at 12:10 P.M.

Respectfully Submitted,

Kay Cheves, Secretary