

James City County Electoral Board
Regular Meeting of January 11, 2022
Office of Elections
Conference Room, 5300 Palmer Lane, Williamsburg, VA

Call to Order – Perry DePue, Vice Chair, called the meeting to order at 10:04 a.m. Others attending were Kay Cheves, Secretary; Dot Matthews, new member of the Electoral Board (2022-2025); Dianna Moorman, Director of Elections/General Registrar; Shiela Lohr, Deputy Director of Elections; and a representative from the Williamsburg Area League of Women Voters.

Approval of Minutes – Ms. Matthews moved approval of the draft minutes of the December 15, 2021, regular meeting. The minutes were approved by unanimous vote.

Annual Board Reorganization

- Mr. DePue moved, seconded by Ms. Cheves, approval of the following officers for the coming year Dot Matthews, Chairman; Perry DePue, Vice Chairman, and Kay Cheves, Secretary. The motion passed with a unanimous vote.
- The EB reviewed and agreed to follow *Robert's Rules for Small Boards* in 2022. Ms. Moorman will order each EB member a copy.

2022 Elections Update

- June 21st Primary
 - There will definitely be a Democratic Primary. Currently, Rep. Rob Wittman, the incumbent, is the only candidate. There will be a Republican Primary if another candidate enters this race.
 - Election Deadlines
 - Early in-person voting begins May 6th.
 - Logic & Accuracy (L&A) Testing is April 29. EB members will observe on the following schedule: Mr. DePue 8:30-11:30; Ms. Matthews 11:30-2:30; Ms. Cheves – 2:30 until closing.
 - June 20th is a state holiday but the Office of Elections and JCC General Services personnel will need to work on that date to prepare for the election on June 21st.
 - Ms. Moorman will provide EB members an Election Calendar at the February EB meeting.
- Vote Center
 - JCC has informed Ms. Moorman that JCC Recreation Center will not be available for use as a Vote Center for future elections, including the June 2022 Primary.
 - Plans for the new building include a Vote Center and a precinct.
 - EB members expressed concern that renovations in the new building, especially the Vote Center area, would not be completed by May 6th when early in-person voting begins.
 - There was a lengthy discussion about the importance of the Vote Center and all precincts being as voter friendly as possible.
 - Since final plans for the renovation of the new building have not yet been finalized, EB members expressed strong support for keeping the Vote Center at the JCC Recreation Center for the June Primary.

- Preprocessing Ballots
 - ESO has a high-speed scanner that can process a minimum of 60 ballots/minute. Our current machine scans 10-20 ballots/minute.
 - This voting machine will save time, personnel costs, and election officer burn-out and costs approximately \$10,000.
 - The EB approved Ms. Moorman's request for permission to look into purchasing this machine.
- Voting Machine Upgrade
 - Localities must purchase new software that will allow ballots to be processed by precincts in CAP.
 - The software must be installed by July 1st, but Ms. Moorman wants to have it installed by the end of February.
 - This will enable the staff to ensure security updates etc. are in place by L&A testing on April 29.
 - The Electoral Board endorsed Ms. Moorman's recommendation to begin counting ballots by precinct in the June Primary.
- November 8th General Election
 - Since November 11th, the Friday after the General Election, is the Veterans Day holiday, Canvass will end on Monday, November 14.
 - The only race on the ballot is for the U. S. House of Representatives.
 - L & A Testing is scheduled for Friday, September 16. EB members will observe on the following schedule: 8:30-11:30 – Mr. DePue; 11:30 – 2:30 – Ms. Matthews; 2:30 until conclusion – Ms. Cheves.

Director of Elections/General Registrar Monthly Report

- Budget Update
 - The EB reviewed the 2022 JCC Approved Budget and the 2023 Proposed Budget.
 - The deadline for submitting the 2023 Proposed Budget is January 14.
- Staffing Update
 - Ms. Moorman praised Ryan Hawley for his outstanding work in technology and security of supplies.
 - The Senior Assistant Registrar position in charge of Voter Registration and Election Officers is still open.
 - On-call workers received a raise to \$13.21/hour.
 - Two new positions were requested in the 23-24 Budget: Absentee Ballot Coordinator and Training and Staffing Coordinator.
 - An extra work station for on-call workers has been created in the rotating file area. A computer is needed for that work space.
- Space Update
 - Ms. Moorman was recently informed by JCC that 2,500 of the 12,000 sq. ft. in the new building will not be available for use by the Department of Elections. The new space is approximately 10,000 sq. ft., the same as that in our current location.
 - EB members expressed their concern about this reduction in space and its impact on the staff and voters. If/when Ms. Moorman meets with the JCC Administration, the EB would like to attend the meeting.

- EB members again reiterated their support for keeping the Vote Center at the JCC Recreation Center for the June Primary.
- Other
 - The Joint Election Officials Liaison Conference was cancelled and the registration fee will be a credit for one of the classes Ms. Moorman is taking.

Voter Registration System Security (VRSS) Minimum Security Standards (MSS) 2022 – Postponed until the February EB meeting

Electoral Board Training

- Boot Camp – Saturday, February 5, 2022
- The VEBA Annual Meeting at the Homestead on March 18-21

Other Business

- Election Officer Appointments – Mr. DePue moved we approve the James City County 2022 Election Officer Appointment List as submitted. The motion was approved by unanimous vote.
- Name of Office – The EB concurred with Ms. Moorman's recommendation that the name of the office be changed from Office of Voter Registration and Elections to James City County Office of Elections.
- Slide Presentation – Mr. Hawley has prepared a rolling presentation for the TV in the lobby.
- Registrant Count as of 12/31/2021 – There were 60,027 active and 2,498 inactive voters registered in James City County on 12/31/2021. Approximately 500 new voters registered during the month of December.
- General Assembly Proposed Bills - Ms. Moorman presented an overview of proposed bills related to voting that have been submitted for consideration by this year's GA.

Next Meeting – The next EB meeting will be Tuesday, February 8, 2022, at 10 a.m. in the Conference Room.

Adjourn - The meeting was adjourned at 12:05 P.M.

Respectfully Submitted,



Kay Cheves, Secretary