

James City County Electoral Board
Regular Meeting of February 8, 2022
Office of Elections
Conference Room, 5300 Palmer Lane, Williamsburg, VA

Call to Order – Dot Matthews, Chair, called the meeting to order at 10:00 a. m. Others attending were Kay Cheves, Secretary; Perry DePue, Vice Chair; 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 – Mr. DePue moved approval of the draft minutes of the January 11, 2022, regular meeting. The minutes were approved by unanimous vote.

2022 Elections Update

- Candidates have until April 7th at 5 p.m. to file to be on the ballot for the June 2022 Primary. Rob Wittman, the current Representative, is the only known candidate at this time.
- The Vote Center will be located in the new building on 4095 Ironbound Road (Courthouse Green) for all elections in the future.
- A high-speed scanner that will scan ballots in half the time it takes the current scanner is being ordered and should be available for use in the June 2022 Primary.

Director of Elections/General Registrar Monthly Report

- Budget Update - The Office of Elections FY 23 Capital Improvement Plan request for a second high-speed scanner and new cages for election supplies and equipment has just been submitted.
- Staffing – Candidates for the Senior Assistant Registrar position are currently being interviewed.
- Space – Renovation of the new location will be in three phases.
 - Phase 1 - The first floor will be renovated to accommodate the entire Office temporarily. This phase should be completed and ready for occupancy in early April.
 - Phase 2 – The second-floor renovation will begin when the VA Department of Health moves out in May.
 - Phase 3 – The Vote Center will shift to the other side of the first floor and staff offices will move to the second floor.
- Other
 - The following documents were distributed and reviewed:
 - Registrant Counts By Locality Historically - 62,639 voters registered as of 2/1/22
 - Voter Registration Requests and Changes Processed by JCC, 2007 – YTD – 1.443 as of 2/7/22
 - James City County Precinct List – Updated based on the results of the 2020 Census
 - These documents are attached to the Minutes of the 2/8/22 EB Meeting.

Voter Registration System Security (VRSS) Minimum Security Standards (MSS) 2021 - The Electoral Board reviewed and approved the updated document.

Electoral Board Training – Ms. Matthews reported on the New Member Training she attended on February 5 in Caroline County.

Other Business – There was no other business.

Adjourn – The meeting was adjourned at 11:50 a. m.

Next Meeting – April 19, 2022, 10 a. m. in the Conference Room.

Respectfully Submitted



Katherine E. Cheves