

James City County Electoral Board
Regular Meeting of June 14, 2022
Office of Elections, Meeting Room A
4095 Ironbound Road, Williamsburg, VA

Call to Order – Dot Matthews, Chair, called the meeting to order at 10:00 a. m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Shiela Lohr, Deputy Coordinator of Elections; and four members of the public.

Approval of Minutes – Mr. DePue moved approval of the draft minutes of the Regular Meeting of April 19, 2022; Emergency Meeting of May 18, 2022; Emergency Meeting of May 27, 2022; and Emergency Meeting of May 31, 2022. Ms. Matthews seconded the motion that was approved by unanimous vote.

Director of Elections Monthly Report

- Staffing

- There are two open positions that will be advertised within the next few weeks. The new Deputy Director of Elections position will be open to internal applicants only and the new Absentee Voting Coordinator position will both internal and external applicants.
- Since the front desk manager was a part-time position that was converted to the full-time Absentee Voting Coordinator, regular employees, as well as on-call workers, will be taking two-hour stints to cover the front desk duties. Staffing this position will be a top priority.

- Space

- There was a lengthy discussion about space and the Vote Center in the new building.
- Ms. Matthews reviewed the status of the planned renovations on the first floor of the new building, including the renovation plans for the Vote Center/precinct space.
- Members of the EB reiterated their position that everything, including the Vote Center, needs to be in place before early voting begins on September 23, 2022, in order for the Vote Center to be located in the new building.
- The JCC Building Inspector needs to verify the space can accommodate 22 people (election officers and voters) and the voting equipment.
- Ms. Moorman has met with a Homeland Security liaison and will review the results with the EB at the July meeting.
- JCC is working with the Elections Office to upgrade exterior lighting and ensure all sides of the building are safe and secure.
- The Virginia Department of Health is tentatively planning to vacate the second-floor space by July 31.
- The Office currently has two external storage units to store “non-secure” items. A third facility is needed in order to store supplies that are currently housed in areas that will be part of the Vote Center.

- Other

- Website – James City County has a new website that was just uploaded this week. The Office of Elections is part of the new website.
- Redistricting
 - Postcard Notifications with precinct and district information have been mailed to all registered voters. Since JCC was part of the first State mailing, approximately \$30,000 was saved.
 - All of James City County is in Congressional District 1. There are no split precincts. General Assembly House of Delegates and Senate district numbers have changed, but the representatives remain the same.
 - Polling Place Changes
 - Jamestown A has moved from Legacy Hall to the JCC Office of Elections.
 - Powhatan C has moved from Hickory Neck Episcopal Church to LifePointe Christian Church on Route 60W (across from Two Drummers Restaurant).
 - Two Roberts precincts (B & C) have been combined into Roberts B. All Roberts B voters will vote at the Roberts B polling place, Grace Baptist Church on Penniman Road.
 - Roberts D is now Roberts C and is at Laurel Lane Elementary School.

Public Comment – Questions were asked and answered about the availability of the List of Election Officers at each precinct and CAP; maintenance of Voter Rolls and the permanent Absentee Voter List; and plans for the new Vote Center.

Other Business – There was no other business.

Closed Session – Mr. DePue moved the Board enter Closed Session for the purpose of discussing voting security matters, pursuant to VA Code Sect. 2.2-2711(A) (34). Ms. Cheves seconded the motion that was passed by a vote of 3-0. The EB entered the Closed Session at 11:20 a.m. At 11:35 a.m. the EB concluded the Closed Session. Mr. DePue moved to certify that everything that was discussed in Closed Session was allowable under VA Code Sect. 2.2-2711(A) (34). Ms. Matthews seconded the motion that passed with a unanimous vote.

Adjourn – The meeting was adjourned at 11:37 a.m.

Next Meeting – Wednesday, July 6, 2022

Respectfully submitted,


Kay Cheves, Secretary