

**James City County Electoral Board**  
Regular Meeting of July 6, 2022  
Office of Elections, Meeting Room A  
4092 Ironbound Road, Williamsburg, VA

**Call to Order** – Dot Matthews, Chair, called the meeting to order at 10:03 a. m. Others attending were Perry DePue, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; and Shiela Lohr, Deputy Coordinator of Elections.

**Approval of Minutes** – Mr. DePue moved approval of the draft minutes of the Regular Meeting of June 14, 2022. Ms. Matthews seconded the motion that was approved by unanimous vote.

**Director of Elections Monthly Report**

- Staffing
  - Ms. Moorman is still working on the job description for the new Deputy Director position.
  - She is working with the James City County Human Resources Department to change the title of the other new position from Assistant Deputy Registrar to Deputy Registrar since “assistant” will no longer be in the Code of VA as of July 1, 2022.
  - There is still a need for a staff position to cover the front desk. It is currently being staffed by regular employees and on-call workers.
  
- Space
  - Renovation of the current Election Office space will begin as soon as work on the former office on Palmer Lane has been completed and the Virginia Department of Health can move to that location from the space they currently occupy on the second floor of the Ironbound Road Office.
  - Ms. Moorman expressed confidence that the renovation will be finished by September 1, 2022, at the latest.
  - New furniture will be ordered when the renovations are completed. The vendor has assured Ms. Moorman the new furniture will be delivered within a week if ordered on September 1, 2022.
  - The Vote Center occupancy capacity is 58 individuals without furniture or security. With furniture and security, the Vote Center occupancy capacity is 17 individuals.
  
- New Legislation Effective 7-1-2022 - Ms. Moorman reviewed new legislation that goes into effect on July 1, 2022.
  - Same Day Registration as of 10-1-2022 – Local Offices of Election are still awaiting guidance from ELECT.
  - Beginning October 1, 2022, 16-year-olds will be eligible to register to vote so they will be registered to vote when they are 18. Local Offices of Election are awaiting guidance on how they will be flagged.

- State and Local Election officials may not accept certain gifts, funds, property, or services from a private or nongovernmental entity for the purpose of funding voter education and outreach programs, voter registration programs, or any other expense incurred in the conduct of elections.
- Early Voting Update
  - L & A Testing for the November election will take place on Friday, September 16, 2022.
  - Letters have been sent to the local Republican and Democratic parties.
  - There are 18 ballot styles for this election.

**Other Business** – There was no other business.

**Closed Session** – Mr. DePue moved the Board enter Closed Session for the purpose of discussing personnel 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 11:15 a.m. At 11:30 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.

**Next Meeting** – The next meeting will be on Tuesday, August 9, 2022. The Homeland Security review of the new Office of Elections facility and the Performance Review of the Director of Elections/General Registrar will be discussed in Closed Session at that meeting.

Respectfully submitted,



Kay Cheves, Secretary