

James City County Electoral Board
Regular Meeting of August 9, 2022
Office of Elections, 2nd floor
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 five observers.

Approval of Minutes – Mr. DePue moved approval of the draft minutes of the Regular Meeting of July 6, 2022. Ms. Cheves seconded the motion that was approved by unanimous vote.

Director of Elections/General Registrar Monthly Report

- **Staffing Update**
 - Ms. Lohr became Chief Deputy Director of Elections on August 1, 2022. Deputy Registrar-Absentee – This position has been filled and the new AB Coordinator is tentatively scheduled to begin work on Monday, August 15, 2022.
 - Deputy Registrar-Voter Registration – The application period ended August 5, 2022. Eleven applications were submitted and will be reviewed when Ms. Moorman returns from vacation.
 - The front desk is still being staffed by “on calls” who are very good workers, but there is a definite need for this to be a permanent position.
 - The staff will go into “presidential mode” on August 1, 2023. Early voting for the March Presidential Primary will begin the middle of January 2024 and continue until the Presidential election results can be certified in December 2024 after a Risk Limiting Audit has been completed.

- **Space Update**
 - The Office is now totally located on and the only occupant of the first floor of the new building.
 - The second floor is completely vacant now but will not be available, even for planning purposes, until next year, per the County Administrator.
 - The contractors are on track to finish their work on the first floor this Friday, August 12.

- **Other**
 - Cages for election supplies have been purchased. They are secure; have master locks; and will house items needed at the polls. There have been discussions with personnel in the buildings used as polling places about the need for secure space to house the cages overnight before the election.
 - Ms. Moorman has located an Election Officer database that the office can use. It is understood to be free and has been vetted by the Virginia Department of Elections.
 - Campaign Signs cannot be placed within 40 feet of ANY entrance to a building serving as a voting facility, according to a ruling by the Virginia Attorney General and Virginia Election Law.

- Ms. Moorman, Ms. Lohr, and Mr. Hawley attended the VRAV Annual Meeting on August 1 and 2 in Roanoke. Ms. Moorman was enthusiastic about the “Open Concept” discussion format used at the meeting.
- **Calendar**
 - L & A Testing will take place on Friday, September 16, 2022. Electoral Board members will observe on the following schedule: 8:30 – 11:30 Mr. DePue; 11:30 – 2:30 Ms. Matthews; and 2:30 – completion Ms. Cheves.
 - Election Officer training for Early Voting EOs will be on September 20 and 21. Training for Chiefs and Election Day Officers not working the Vote Center will be in October.
 - Early Voting begins Friday, September 23, 2022.
 - The deadline to register for the November election is October 17.
- **Registrant Count**
 - As of 7/31/22, there were 60,894 active and 2,363 inactive voters for a total of 63,257 voters.
 - The results of the National Change of Address database, run on 7-1-22, will be included in next month’s numbers.
 - 1,400 voters were added to the inactive voter category. They must vote in the next election or re-register in order to become an active voter again.
 - Ms. Lohr has already mailed a notice to the new inactive voters. She will try to contact them again if they have not responded.
 - Obituaries can no longer be used to remove a voter from the voter rolls. This is handled by the new Department of Statistics and the Department of Elections.

Chairperson’s Report on Training Session on 2022 Election Law Changes

- SB 80 – Ms. Matthews expressed concern about this law that prohibits Offices of Election from accepting funds from and/or working with other groups in voter service activities.
- This legislation was written to prevent outside groups from influencing elections in Virginia.

Other Election Law Changes

- **Ballot Order** – Since *Reporting by Precinct* legislation became effective July 1, 2022, CAP must count ballots by precinct. Ms. Moorman has ordered 100% of the ballots for this precinct. Each precinct has a different ballot style because it is unique to that precinct.
- **Registering 16-year Olds** – A 16-year-old will be registered automatically when he/she gets a driver’s license, but will be unable to vote until he/she turns 18 on or before the general election in that year.

Other Business

- Redistricting – Ms. Moorman reviewed changes in James City County voter precinct locations and things implemented to let people know about the changes. Signage will be available at old precincts to redirect voters to their new precinct.
- Ballot Drop Boxes for absentee ballots will be locked *metal* boxes at precincts on Election Day.
- Voter Parking at the Vote Center – Mr. DePue will contact personnel at the dental office about use of their parking lot during the election period (9/23/22 – 11/8/22).

Closed Session

Ms. Matthews moved the Electoral Board go into Closed Session at 11:55 a.m. for the purpose of discussing personnel matters pursuant to Virginia Code Section 2.2-3711 (A) (1) and voting security matters pursuant to 2.2-3711 (A) (34). Mr. DePue seconded the motion that was approved by unanimous vote. At 1:10 p.m. the Electoral Board concluded the Closed Session.

Mr. DePue moved to certify that everything that was discussed in Closed Session was allowable under VA Code Sections 2.2-3711 (A) (1) and 2.2-3711 (A) (34). Ms. Cheves seconded the motion that was approved by unanimous vote.

Adjourn

The meeting was adjourned at 1:12 p.m. The next meeting will be Tuesday, September 13, 2022, at the Office of Elections.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kay Cheves".

Kay Cheves, Secretary