

James City County Electoral Board  
Regular Meeting of September 13, 2022  
Office of Elections  
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, Chief Deputy Director of Elections, and three observers.

**Public Comment** – Following several comments, Ms. Matthews moved the EB establish a policy that public comments be limited to two minutes. Ms. Cheves seconded the motion. Mr. DePue’s amendment to limit public comments to three minutes was accepted and the amended motion was approved by unanimous vote.

**Approval of Minutes** - Mr. DePue moved to approve the draft minutes of the Regular Meeting of August 9, 2022. Ms. Matthews seconded the motion that was approved by unanimous vote.

**November 8, 2022, General Election Update**

- **Vote Center**
  - Early voting begins September 23, 2022.
  - The Vote Center will be open from 8 a.m. until 5 p.m. This is one hour longer than the eight hours required by Virginia State Code.
  - The 40 ft. line from all entrances will be drawn with spray paint.
  - Mr. DePue has contacted the dental office in the building across from the Office of Elections, and they have agreed to allow use their parking lot for early voting and on Election Day.
- **Election Officer Training**
  - CAP training for early voting will be September 20 and 21.
  - Classes for election officers, chiefs and assistant chiefs will begin in October.
  - Classes will be limited to 20 participants for CAP and 60 for Election Day Training; 109 election officers have signed up to date.
- **Absentee Ballots**
  - The Deputy Registrar – Absentee Coordinator position has been filled.
  - The Chief Deputy has been supervising the mailing of absentee ballots to the 3,500 voters who are on the Permanent Absent List. Everyone on this list will receive a ballot unless he/she has specifically requested to be removed from the list.
  - The Chief Deputy is also sending out absentee ballots to overseas voters, including military and federal workers. Their ballots must be mailed/emailed by the ballot ready date.
  - There are 18 different ballot styles because each precinct has its own ballot as a result of legislation passed in the 2022 General Assembly.

- **Redistricting**
  - If an individual ends up at an incorrect precinct, election officers (EO) can provide information to the individual about his/her correct precinct.
  - Signs will be out redirecting individuals to precincts with new locations.
  - Hickory Neck Episcopal Church (former precinct)
    - There will be two look-up-only devices inside the vestibule of this former voting location.
    - An EO will be available at each device to look up the new precinct for individuals who formerly voted at Hickory Neck. The Individual will be sent to one of two precincts.
    - Cards with directions to the two new precincts are being printed and will be given to individuals needing this information.
    - The EO will mark the correct location for individuals on the cards.
  - Legacy Hall and Mount Gilead Baptist Church – Signs will direct individuals to the new location of these precincts.
  - The state is mailing cards to voters with information about their precinct.
- **Other**
  - Ballot drop boxes will be available M-F the weeks of October 24 and October 31 at the James City County Library; Building F at the James City County Administrative Offices off Rt 199; and the JCC Vote Center.
  - A ballot drop box will be available at each precinct on Election Day.
  - Ms. Moorman attended an on-line workshop, hosted by the USPS, focusing on best practices to foster a stronger working relationship between Offices of Election and the US Post Office.
  - Logic and Accuracy Testing will be this Friday, September 16, at the Vote Center.

**Break** - There was a brief meeting break at 11:20 a.m.; the meeting reconvened at 11:26 a.m.

### **Director of Elections/General Registrar Monthly Report**

- **Staffing Update**
  - The Deputy Registrar-Absentee Coordinator position has been filled.
  - On-call Deputy Directors are working on Voter Registration.
  - On-call Deputy Directors continue to cover the front desk.
- **Space Update**
  - Adequate space continues to be a problem. We have not received any information about future space available in the building.
  - We currently have three completely full off-site (rental) storage units for non-secure items and may need to rent a fourth unit for non-secure items soon.

- **Budget Update**
  - The Candidate's Campaign Finance Report (1-1-22 – 6-30-22) was due July 15, 2022. One candidate still has not returned the form, even though he has received reminders and additional invoices from the JCC Election Office and the State Office of Elections. He has been fined \$100.00
  - Personnel in the Office of Elections have always served as a notary for campaign filing forms. Because of requirements in SB 80, the Office will no longer provide this service.

#### **Election Officer/Chain of Custody Database**

- The Elections Office is looking into purchasing a database that can maintain information, including contact information for election officers, and tracking equipment.
- They have located one database and will contact other localities (100,000+ population) for information about the system they are using.

#### **Other Business**

- **Outside Money Received in 2020 - Grants**
  - Federal government agency
    - A grant from the federal government for slightly more than \$67,000 was received to fund items needed to get through the pandemic.
    - Funds were used to pay salaries of office of Elections staff and on-call workers.
    - The JCC Board of Supervisors unanimously approved accepting this grant.
  - The Center for Technology and Civic Life (TCTCL)
    - The Virginia Commissioner of Elections notified local offices about the availability of this grant program which provided funds to purchase supplies for the 2020 Election.
    - The JCC Office of Elections requested and was awarded approximately \$30,000.
    - The grant request was approved unanimously by the JCC Board of Supervisors.
    - The only requirement was to provide justification for each item that was purchased:
      - Wire shelving and wire rack in the AB Room
      - Envelopes and voting pens
      - Sample ballots
      - Trash bags
      - Double monitors and arms for computer privacy screens for monitors
      - Additional storage carts for the Vote Center
      - Surge protectors, extension cords and power cords for the Vote Center
- USC Schwarzenegger Institute - Democracy Grants for Voting Access and Election Administration
  - Ms. Moorman learned about this grant program from another registrar.
  - Approximately \$20,000-\$30,000 was awarded "to increase voter access."
  - The JCC Board of Supervisors unanimously approved accepting this grant.

**FOIA (Freedom of Information Act) requests**

- The Office of Elections has been inundated with requests for information.
- The Office of Elections recognizes the need and the right to receive this information, but these requests are consuming a lot of time at one of the busiest periods in the Office.
- The JCC Board of Supervisors has approved the Office of Elections' request to forward all FOIA requests received between now and the November 2022 Election to the JCC Attorney's Office.

**Senate Bill 80** - There was a lengthy discussion about **SB 80** that was passed during the 2022 GA Session. This bill "Prohibits state and local elections officials from soliciting, accepting, using, or disposing of any moneys, grants, property, or services given by a private individual 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." (Virginia's Legislative Information System, SB 80)

**Closed Session**

Mr. DePue moved the Electoral Board go into Closed Session at 12:40 p.m. for the purpose of discussing security matters pursuant to Virginia Code Section 2.2-3711 (A) (34). Ms. Cheves seconded the motion that was approved by unanimous vote. At 12:55 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 Section 2.2-3711 (A) (34). Ms. Cheves seconded the motion that was approved by unanimous vote.

**Adjourn**

The meeting was adjourned at 12:55 p.m.

Respectfully Submitted,



Kay Cheves