

MINUTES

James City County Electoral Board

Regular Meeting of Tuesday, December 13, 2022

2nd Floor Conference Room

Office of Elections, 4095 Ironbound Road

Williamsburg, Virginia

Call to Order – Dot Matthews, Chair, called the meeting to order at 10:14 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 one observer.

Approval of Minutes - Mr. DePue moved to approve the draft minutes of the Regular Meeting of September 13, 2022; November 9-15, 2022 Canvass; and Emergency Meeting of December 5, 2022. Ms. Matthews seconded the motion that was approved by unanimous vote.

Director of Elections/General Registrar Monthly Report

- **Staffing** – The major need is to fill the full-time Deputy Registrar Position to cover the front office.
- **November 8th General Election Update**
 - **Space**- The current Vote Center is not adequate for an election larger than the November 8th election.
 - **Ballot Order** – The EB agreed the ballot order needs to be more than 100% of the registered voters.
 - **Payments to Churches** – Mr. DePue moved the amount paid to churches serving as polling places be increased to \$400, effective November 8, 2022. Ms. Cheves seconded the motion that passed by unanimous vote.
 - **Commendations** – The Electoral Board expressed appreciation to the staff for their advance planning and hard work, under very unusual and difficult conditions, that resulted in a successful election.
- **Other Business**
 - **2023 Elections**
 - November General Election – Nineteen state and local positions will be on the ballot.
 - June Primary – Candidates have until April 6th to file the paperwork required to run for office. There must be a primary if more than one person is running for a state office.

2024 Proposed Budget – After a lengthy review of and discussion about the 2024 proposed budget request, Mr. DePue moved the Electoral Board approve the proposed budget that

includes the requested adjustments in column G [Total Personnel Expenses] plus expenses in column F [Total Operating Expenses and Total Capital Expenses] for a total request of \$1,565,840. The motion was seconded and passed by unanimous vote.

Public Comment – One person spoke during the public comment period.

Next Meeting – Tuesday, January 10, 2023

Adjourn – The meeting was adjourned at 12:21 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kay Cheves". The signature is written in a cursive, flowing style.

Kay Cheves, Secretary