

JAMES CITY COUNTY ELECTORAL BOARD

Regular Meeting of Tuesday March 14, 2023

1st Floor Conference Room

JCC Office of Elections, 4095 Ironbound Rd, Williamsburg, Virginia

1. Call to Order- Dot Matthews, Chair, called the meeting to order at 9:01am. Others attending were Perry DePue, Vice Chair; Curtis Stoldt, Secretary; Dianna Moorman, Director of JCC Elections/General Registrar; Shiela Lohr, Deputy Director of JCC Elections. Guest for Closed Session, Nate Green, JCC Commonwealth's Attorney.

2. Closed Session

The Electoral Board then moved immediately to a closed session in accordance with the Virginia Code 2.2-3711 A (1) and 24.2-625.1 (B) for the purpose of discussing protocols for maintaining security of the election office and election personnel during the early voting and elections with JCC Commonwealth Attorney Green.

3. Reconvene Open Session

The Electoral Board then moved to reconvene into an open session at 10:27a.m. Vice Chair DePue moved to certify the Rules of a closed session (IAW Virginia Code 2.2-3712) were followed. There were no motions made during closed session. No vote by the board is needed in the subsequent open session as no motions were made during closed session. The motion to certify the closed session was seconded by Chair Matthews and passed by a unanimous vote of the board, 3 yea 0 nay.

Open session attendees: As above minus Attorney Green. Two public guests were present during open session.

4. Approval of Minutes- Mr. DePue moved to approve the draft minutes of the Regular meeting of February 6, 2023. Ms. Matthews seconded the motion that was approved by unanimous vote. 3 yea 0 nay

5. Director of Elections/GR Monthly Report-

a. Staffing and Space-

-everything is the same for staffing. 1 full time staff vacancy which remains unfilled.

- optimistic discussions remain ongoing with the JCC County Administration regarding space needs and the planned utilization of the current election office and vote center.

-Ms. Moorman has been having weekly staff meetings with the JCC Election Office staff to keep everyone up to date and initiate cross training in case of unexpected staffing shortages. The staff meetings have been very helpful.

Dr. Stoldt asked if Board Members can or should attend the weekly staff meetings to better understand the multiple complex processes the election staff handles. Board member attendance would also enable Board members, especially new board members, an opportunity get to know the Registrar's staff and to establish a good working relationship with the staff. Ms. Moorman indicated occasional attendance rather than weekly attendance would be preferred as it is a working meeting established to encourage open discussion among the staff which could be inhibited by regular board member attendance.

b. 2023 Election update-

The dates of the next 5 elections are:

- June 20, 2023- Primary (if needed)
- Nov 7, 2023- General
- March 5, 2024- Presidential Primary
- June 11, 2024 – Congressional Primary
- Nov 5, 2024- Presidential

Primary Election Update-

-Many candidates are still in the process of filing. No Primary Elections yet but TBD pending completion of filing.

General Election Update-

-Again, all candidates yet to be determined pending completion of filing and party certification for partisan candidates.

-JCC Election office is working hard and ahead of schedule preparing for the General Election in November. Goal is to be ready by 1 week or more before early voting starts.

-Due to the large number of races in the General Election, discussion regarding the use of a 2-sided 8.5" by 11" ballot vs. a 1-sided 8.5" by 14" legal size ballot (not previously used in JCC) occurred evaluating the pros and cons of each. After a discussion with input by all, a motion was presented. No further discussion was made on the motion.

Motion: Chair Matthews moved, "During the 2023 General Election, a 2-sided 8.5" by 11" ballot will be used with printed directions on the ballot indicating that it is a 2-sided ballot." 2nd by Mr DePue.

Vote: 3 yea 0 nay unanimous.

Ms. Moorman initiated further discussion regarding the opening of envelopes/pouches #1A and #1B as they come in on election night from the precincts. These hold the Provisional Vote envelopes. This will allow the

staff to research the voter's registration and make sure the provisional ballot log is correct and complete. The inner envelope containing the ballot is not opened until the provisional ballot canvass by the board. With the onset of same day registration, there are a much larger number of provisional ballots and this is a much more time consuming process. A motion was made to allow opening of the 1A and 1B envelopes/pouches to be opened as they come in on election night.

Motion: Chair Matthews moved to "Allow General Registrar's staff to open Precinct Envelopes/Pouches 1A and 1B on election night as they are received from the Precincts to initiate processing and developing provisional ballot logs expediting the complicated process."

Vote; Yea 3 May 0 Unanimous.

c. Presentation before US Election Assistance Commission- On February 8, 2023, Ms. Moorman made a presentation to U.S. Election Assistance Commission (US EAC) for her part in Election Officer recruitment. She was included in a panel of 4 General Registrars or similar Election Officials from several other states in the USA. She has received extensive positive feedback for her participation.

d. General Registrar Annual presentation to JCC Board of Supervisors- Ms. Moorman made her annual presentation to the JCC Board of Supervisors on March 13, 2023. Her report was very well received by the BoS. She received multiple compliments from the Board. Mr. DePue was complimentary of the presentation but suggested he doesn't like the term, *Absentee in Person*. He suggested the term, *Absentee in Person* is actually, a contradiction in terms and he prefers the term, **Early voting**. Ms. Moorman acknowledged that she was referring to **Early Voting** but that the term *Absentee in Person* is dictated by the state.

e. Other General Registrar business/GR report-

-Absentee Ballot and Envelope ordering lead time: The lead time for ordering mail in absentee ballot envelopes (requires 4 envelopes) is 14 weeks which complicates the budget since in some elections, envelopes are ordered in one fiscal year for an election in the next fiscal year.

One of the board members asked, what is the overall estimated cost of sending and processing each absentee ballot? The cost is estimated to be \$8.00/ballot.

-Absentee Ballot- To minimize the number of wasted or unnecessary absentee ballots, if a voter, previously registered to vote absentee and was sent an

absentee ballot and then subsequently comes in to vote in person either during early voting or on election day, that person is asked to complete a form to either discontinue or continue getting an absentee ballot sent to them.

- **New JCC Employee Orientation** The JCC Election Office is now a stop on the bus tour for all new JCC county employees. Now new county employees are briefed by Dianna and her staff regarding the Election Office location and some of the processes we provide.

- **Continuity of Operations**-In addition to cross training, as previously mentioned, each area of the election office is developing procedure checklists and equipment lists enhancing the efficiency of personnel working in areas outside their usual area during busy times, or staff outages/shortages.

6. Other Business

-County email accounts are being established for Board members requesting and will be available soon.

-Guidance letters from ELECT- Dr. Stoldt asked if there was a way to access all recent (last year or two) Official ELECT Advisory letters like the Advisory sent on February 24, 2023 from ELECT updating the Processing the Death of Registered Voters- Revised Guidance. Ms. Moorman indicated these are directed to the Registrars through their emails. We as board members would have to ask to receive these Advisories directly from ELECT.

7. Public Comment- One public comment- Mr Franz indicated he is in the process of filing to run for the Berkley District Board of Education position.

8. Next Meeting- Tuesday April 11, 2023, at 1:00 p.m.

9. A motion to adjourn the meeting was made by Chair Matthews. Seconded by Dr. Stoldt
VOTE: 3 Yea 0 Nay. The meeting was adjourned at 11:26 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Curtis D. Stoldt", followed by the letters "DO".

Curtis D. Stoldt DO, Secretary JCC Electoral Board