

**JAMES CITY COUNTY ELECTORAL BOARD**

Regular Meeting of Tuesday May 9, 2023

1<sup>st</sup> 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 10:00 am. 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. One Guest

**2. Approval of Minutes-** An April meeting was not held. Dot Matthews moved to approve the minutes from the March 14, 2023 as written and presented to the board. Perry DePue seconded the motion. Vote: 3 Yay and 0 nay.

**3. Director of Elections/GR Monthly Report:**

a. 2<sup>nd</sup> floor construction going well and on schedule for opening mid June.

b. Staffing and Space Report- Staffing and Space requirements are status quo. Staff in service training is ongoing. Next training is "Stop the Bleed- Active Threat Training will be on 17 May 2023 at 9-11 a.m. Dianna indicates there will be an AED on each floor of the election office. Use of the AED will be included in the above training. A "Life Vac "Airway foreign body extraction device, is also being requested for each floor of the Election Office.

c. 2023 General Election Update- The office is well ahead of schedule in preparation for the 2023 General Election in November and will stay ahead of the pace with the help of not having a Primary Election in June.

d. Other Business- Dianna is completing CERA training with a conference in Milwaukee, WI. She will then graduate from the Auburn University sponsored CERA training in August.

**4. Recess to Closed/Executive Session**

The Electoral Board then moved 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 personnel and security plans.

**5. Annual Performance Review of the General Registrar, as required by, and in accordance with, the provisions of Section 24.2-109.1 of the Code of Virginia.**

**6. Annual Review of the LESS security plan.**

**7. Reconvene Open Session**

The Electoral Board then moved to reconvene into an open session at 11:45 a.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.

Reconvene session attendees: Chair Dot Matthews, Vice Chair Perry DePue , Secretary Curt Stoldt. Director of Elections, Dianna Moorman. No public guests were present during the reconvened open session.

**8. Appointment of General Registrar pursuant to Section 24.2-110 of the Code of Virginia**

Secretary Stoldt moved to reappoint Dianna Moorman as the General Registrar/Director of Elections for the Locality, James City County Virginia for a 4 year term as specified in The Code of Virginia. The motion was seconded by Vice Chair DePue.

Vote: 3 yea 0 nay.

**9. Public Comment-** No public comment.

**10. Next Meeting-** Tuesday June 13, 2023, at 1:00 p.m.

**11.** A motion to adjourn the meeting was made by Chair Matthews. Seconded by Vice Chair DePue

VOTE: 3 Yea 0 Nay. The meeting was adjourned at 12:08 p.m.

Respectfully Submitted,  
Curtis D. Stoldt DO, Secretary JCC Electoral Board

