

**JAMES CITY COUNTY ELECTORAL BOARD**  
Regular Meeting of Tuesday June 13, 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 10:02 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. No public in attendance.

**2. Approval of Minutes-** Dot Matthews moved to approve the minutes from the May 9, 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 moving into the new space on June 22 and June 23.

b. Staffing and Space Report- Staffing and Space requirements are status quo. Staff in-service training is ongoing. The “Stop the Bleed- Active Threat Training” was well received by the staff on 17 May 2023. GR continues to work with JCC to add an additional fulltime position and to add a fulltime person to work the front desk to interact with the public efficiently and maintain continued confidence in the JCC Election Office.

c. Law Changes- This is a work in progress at ELECT. The new laws go into effect on July 1, 2023. New Election Code books will be printed in July and further discussion of the new laws will occur in July/August after ELECT provides a summary of the new laws and advisement on their implementation.

d. Report and Discussion on New Election Reporting System - The new Election Reporting System is in the final stages of development at ELECT and will be implemented for the November General Election. Further direction from ELECT is pending.

e. 2023 General Election Update- The office is well ahead of schedule in preparation for the 2023 General Election in November. The goal date to be completely ready for the General Election is Sept 1. JCC Election Office is well ahead of this goal.

f. General Registrar/Director of Elections Certification Requirements- Dianna is completing CERA training with a conference in Milwaukee, WI. She will then graduate from the Auburn University sponsored CERA training in August. She is on schedule and will likely complete the required certification well ahead of schedule.

g. Other Business- None

**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 evaluations.

**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. The completed Form (SBE-109.1) The Annual General Registrar Performance Review was discussed by the Board and presented to Ms. Moorman for her review. The form was signed by the three JCC Electoral Board member and Ms. Moorman as required.

**7. Reconvene Open Session**

The Electoral Board then moved to reconvene into an open session at 10:45 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**

Chair, Dot Matthews made the Announcement of the Unanimous Vote by the JCC Electoral Board to Re-appoint Dianna Moorman as General Registrar for JCC pursuant to Section 24.2-110 of the Code of Virginia at the May 9, 2023 JCC Electoral Board regular meeting.

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

**10. Next Meeting-** Tuesday Aug 8, 2023, at 10:00 p.m. No July meeting is scheduled.

**11.** A motion to adjourn the meeting was made by Chair Matthews. Seconded by Vice Chair DePue at 11:35 a.m.

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

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

