

JAMES CITY COUNTY ELECTORAL BOARD

Regular Meeting of Tuesday Aug 8, 2023

1st Floor Conference Room

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

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;. One public guest in attendance.

1. Approval of Minutes- Perry DePue moved to approve the minutes from the June 13, 2023 as written and presented to the board. Dot Matthews seconded the motion. Vote: 3 Yay and 0 nay.

2. Director of Elections/GR Monthly Report:

a. Construction Update

-2nd floor construction nearly complete and the office is nearly completely moved into the 2nd floor as of the end of June. Hanging of signs, adding door locks and replacement desk as well as a few smaller checklist items remain.

-1st floor re-design is well underway and likely to be completed by early September before early voting starts. The space and layout are well planned and will likely work well for the Early Voting Center.

b. Staffing and Space Report- Staffing and Space requirements are status quo.

Staff in-service training is ongoing. There is still an open voter registration position which the GR plans to fill very soon. This position will also help cover the front desk. Election officers that are added as we get closer to early voting will be reviewed and approved by the Board once in early September for Early Voting and again in late October for those added to the rolls prior to Election Day.

c. Relevant Law Changes Discussion- The GR provided a list of the 11 relevant Changes to the Virginia Election Law received from the Virginia Department of Elections. The law changes were discussed individually as to their impact on the conduct of the upcoming elections. JCC office of elections is well prepared to handle these relatively minor changes and they will be incorporated into the Election Officer Training coming up. ELECT also provided a Webinar discussion of the Election Law changes for Electoral Boards and Registrars.

The updated Election Code books have arrived and are being spiral bound now and will be available later this week.

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. The new system was used for the 1st time in the June primary and reportedly worked fairly well. Further direction from ELECT is pending. Issues found during the primary are being corrected.

e. 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. She is on schedule and will complete the required certification well ahead of schedule.

f. Other GR Business- None

4. 2023 General Election Update- The office is well ahead of schedule in preparation for Early Voting and the 2023 General Election Day in November. The goal date to be completely ready for the General Election is September 1. JCC Election Office is well ahead of this goal.

Discussion: The GR initiated a discussion on possibly changing the quantity of ballots to order. With the legal requirement of reporting votes by precinct which started last year, there will be 18 different ballot styles. Each style must be used in the precinct for which it is coded. Therefore, a reserve of ballots kept in the Election office for distribution to any precinct which is running short is no longer possible. Running out of ballots is not an option. The board agreed to maintain our previous recommendation of printing ballots for 115% of the number of registered voters for each of our 18 Precincts.

Motion: Vice Chair Perry DePue moved that the previously established ballot printing rate of 115% remain as is and re-evaluate following the General Election.
2nd by Chair Dot Matthews

Vote: 3-yea 0-nay passed

5. Third Party Vendor for Ballot Mailing

The GR initiated a discussion regarding the option of contracting a 3rd Party vendor for printing, preparing and handling the mailing of ballots to voters requesting absentee ballots and only mail absentee ballots for the upcoming general election and future elections. The GR has researched the companies certified by ELECT to print ballots in Virginia. The company identified that has already worked successfully in other localities in Virginia is Fort Orange Press. The localities that have used Fort Orange Press have the same ballot scanning machines as JCC and the ballots have worked well. Only Absentee Mail in ballots will be printed. The use of a 3rd Party Printing option will save a large amount of time for the office staff at a time when they are very busy with Early in-person Voting and preparing for Election Day.

All early in-person voting ballots and election day ballots will continue to be printed by ESO, which has printed these ballots for JCC for multiple previous elections.

Overseas/UOCAVA ballots will be handled the same as in previous elections.

Motion by Vice Chair Depuy- I move to approve the GR to investigate contracting a 3rd Party Printing company and approve the use of a 3rd Party Printing Company for printing, handling and mailing Mail in Absentee Ballots only for the coming November General Election.

Vote: 3-Yea 0-Nay Passed

6. Other Business:

- a. L&A testing- Sept 15, 2023 Start time TBD
- b. August 18, 2023, VRAV meeting to be hosted by JCC GR at JCC Election Office
- c. September 8, Open House for Newly renovated election office. 3:30-5:30 pm at the JCC Election Office.

7. Public Comment- Guest indicated approval of going to the 3rd Party Printing option to save office staff time during a very busy time.

8. Next Meeting- Tuesday September 12, 2023, at 10:00 a.m.

9. Motion to adjourn the meeting was made by Chair Matthews. Seconded by Vice Chair DePue at 12:23 p.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

