

JAMES CITY COUNTY ELECTORAL BOARD

Regular Meeting of Tuesday September 12, 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; Susan Anderson, Deputy Director of Elections, Absentee Ballots ; Two public guests in attendance.

1. Approval of Minutes- Vice Chair, Perry DePue moved to approve the minutes from the August 8, 2023 as written and presented to the board. Chair, Dot Matthews seconded the motion. Vote: 3 Yay and 0 nay.

2. Director of Elections/GR Monthly Report:

a. Construction Update

-2nd floor construction essentially complete and the office staff completely moved in and working well.

-1st floor re-design is nearly complete and will be complete before early voting starts. The space and layout are well planned and anticipated to work well for the Early Voting Center. Only a few items remain on the punch list for completion. Open house rescheduled for Wednesday September 20th at 3:30 to 5:30p.m.

b. Staffing and Space Report- Staffing and Space requirements are unchanged. Staff in-service training remains ongoing. The voter registration position remains open and the GR working on filling the position. 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. Other GR Business-

-JCC Newcomer Orientation to take place on September 22, the first day of early voting. The orientation will be very brief but will show the new Vote Center in action.

-Training for the Election Officers as well as Chief and Assistant Chief training will begin on Sept 12.

-VEBA District Meeting to be held in Williamsburg on September 19 has been cancelled.

-GR has met with the new JCC Police Chief and Assistant Chief regarding security for early voting at the Vote Center as well as for Election Day at the 18 JCC voting precincts. There is a JCC Police Liaison Officer during election season.

-Police Officers are encouraged to vote in Uniform

-Secretary Stoldt has talked with the Office Managers of both dental offices reminding them of the start of early voting and possible parking issues. A more official letter will be sent to the two offices as well as the new Compounding Pharmacy, newly located in the building, inform them of the likely increased parking activity during early voting and on election day.

-JCC with the approval of Williamsburg City is working on developing a clear path from the designated overflow parking in the Courthouse Parking lot.

-Officers of Election- Training and coordination of EO's currently being done by two part time staff. Approximately 850 shifts are needed to fill early voting and most, if not all, are already filled on the schedule. The job will be taken over by a fulltime staff when hired. Currently we have enough EO's to meet the staffing of early voting and election day, but as always more interested individuals are encouraged to sign up to be EO's.

-We have contracted an approved 3rd Party Ballot Printing Vendor, also used by other Virginia Localities, to send Absentee Mail Ballots to those voters requesting and approved to receive an absentee ballot. 3800 ballots to be mailed in the first mailing to go out by the 1st day of early voting, Sept 22 as required by law.

-GR and Staff have been meeting with school liaisons at the schools where we have precincts to coordinate pre, post and election day needs and equipment delivery.

-Roberts B registered voter numbers are getting too large to be handled at Grace Baptist Church. The GR and Board will need to look for a larger location for a precinct for future elections as Roberts B continues to grow.

Motion: Vice Chair DePue moved that we as a Board and GR investigate realigning Roberts B or adding back a 4th Roberts Precinct and/or search for a larger facility to handle the growing Roberts District voters.

Seconded: Chair Dot Mathews

Vote: 3 yea 0 nay Passed

-Risk Limiting Audit (RLA)- GR indicated the possible dates for a RLA, if we are selected to perform one by ELECT, would fall between Nov 27 and Dec 1. ELECT will inform the localities if they have been selected for an RLA a week or so before it is to be completed.

4. 2023 General Election Update- The office remains ahead of schedule in preparation for Early Voting and the 2023 General Election Day in November.

-L&A testing to be completed on Friday September 15, 2023 for Early Voting and Election Day precincts.

-L&A testing on highspeed ballot scanners to be used in CAP Will be done on Monday October 9th Columbus Day.

-Early voting starts at the new Vote Center on September 22. The Early Vote Center will be open for voting from 8a.m. to 5 p.m. daily and will be open for lunch and will also be open on Columbus Day. The Early Vote Center will be open on the last Saturday in October, the 28th and the 1st Saturday in November, the 4th.

-Preprocessing dates for Absentee Mail in Ballots

Tuesday October 17th- 9:30 a.m. to 4:00 p.m.

Wednesday October 18th- 9:00 a.m. to 4:00 p.m. (tentative)

Tuesday October 24th- 9 a.m. to 4 p.m.

Tuesday October 31st – 9 a.m. to 1 p.m. (tentative)

-Post Processing dates for absentee ballots

Monday November 13th- 9 a.m. to 1 p.m.

-GR initiated discussion on the use of ballot on demand printers in future elections (not the current election) and only for use in Early in Person Absentee voting due to the large number of ballot styles needed in the early vote center. Ballot on demand printers have been used with success in other Virginia localities. A smaller number of ballots of each precinct/ballot style with also be printed by our usual vendor to have on hand at the vote center in the unlikely situation that ballots could not be printed. Ballot on demand printers would not be used at precincts on election day as there is only one ballot style at each precinct.

Motion: Vice Chair Perry DePue moved that the board approve further investigation into the use of and investing in Ballot on Demand printers for use in future elections, potentially starting with the Presidential Primary, for Early In Person voting only.

Second: Chair Dot Matthews

Vote: 3 yea 0 nay Passed

5. Other Business: None

6. Public Comment:

One public comment/question: Can Voters who are on the permanent absentee ballot list who opt to not get party specific ballots for primary elections still vote. Answer. Yes, the voter can vote early in person or on election day at their precinct.

7. Adjourn to Closed Session:

Motion: Chair Dot Matthews made the Motion to move to a closed session pursuant to Virginia Administrative Code 2.2-3711 A.34 for Discussion or consideration by the JCC Board of Election of voting security matters made confidential pursuant to Election Code 24.2-410.2 and/or 24.2-625.1. In addition, pursuant to Virginia Administrative Code 2.2-3711 paragraph A.

subparagraph 7, discussion regarding possible or pending litigation. Further, Discussion of personnel matters pursuant to Virginia Election Code 24.2-109.

Second: Vice Chair DePue

Vote: 3 yea 0 nay Passed

8. Reconvene Open Session-

Motion- Vice Chair Perry DePue moved to reconvene the JCC Electoral Board to Open Session and to certify that all discussions held during the closed session were confined to those for which the Board went into Closed Session Pursuant to Virginia Administrative Code 2.2-3711 and specifically corresponding to Election Code 24.2-109, 24.2-410.2 and 24.2-625.1.

Second: Chair Dot Matthews

Vote: 3 yea 0 nay passed.

9. Removal of an election officer-

Motion- Chair Dot Matthews made the motion to remove JCC Election Officer Tim Chavez pursuant to Virginia Election Code 24.2-109 Paragraph A. (ii) remove from office, on notice, an officer of election who fails to discharge the duties of his office according to law.

Second- Vice Chair DePue

Vote: 3 yea 0 nay Passed

10. Next Meeting- Tuesday October 10, 2023, at 1:30 p.m.

9. Motion to adjourn the meeting was made by Chair Matthews.

Second: Vice Chair DePue at 12:52 p.m.

VOTE: 3 Yea 0 Nay. The meeting was adjourned at 12:52 p.m.

Respectfully Submitted,

Curtis D. Stoldt DO, Secretary JCC Electoral Board

