

JAMES CITY COUNTY ELECTORAL BOARD

Regular meeting of Tuesday, February 6, 2024

James City County Office of Elections

4095 Ironbound Road, Williamsburg VA

Call to Order - Dot Matthews, Chair, called the meeting to order at 11 a.m. Others attending were Curtis Stolt, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; the Deputy Registrar for Voter Registration/Staffing; and an observer from the League of Women Voters of Williamsburg Area.

1 - Approval of Minutes - Dr. Stolt moved approval of the Draft Minutes of the January 16th Regular Meeting as presented. Mrs. Matthews seconded the motion which was approved by unanimous vote.

2 – Director of Elections/General Registrar Monthly Report

Security Plans and Procedures – The Code of Virginia §24.2-410.2 (B), requires each local “Electoral Board (EB) to report annually by March 1 to the Department of Elections on its security plans and procedures.” The EB will meet in closed session on Tuesday, February 27, at 10 a.m., to review JCC written security plans and procedures prior to submitting the report.

Registered Voters – The EB reviewed the report of *Registrant Counts by Locality* as of 2/1/2024. There are 61,189 active voters and 3,592 inactive voters for a total of 64,781.

Budget – The staff is working on the FY 2025-2026 Proposed Budget. Purchase of new voting equipment will be delayed until 2025.

3 - 2024 Dual Party Presidential Primary Election Update

Vote Center Staffing – Because of low turnout thus far, the number of Election Officers has been reduced to four or five each day. Additional workers are on stand-by and will be called, if needed. The total number of EO needed has been reduced from 850 to 500 workers.

Ballot on Demand – Use of the Ballot on Demand system is working very well and has significantly decreased the time needed to close the Vote Center at the end of the day.

Election Officer Training – The Election Officer Training Schedule for the upcoming election was distributed. Mandatory classes for New Election Officers; Elections Officers who did not work the November 2023 General Election; and Chiefs/Assistant Chiefs have been scheduled for the next two weeks. The Deputy Registrar for Infrastructure has developed a Poll Pad PowerPoint presentation for Election Officers.

Pre-processing Ballots – Mail-in ballots from voters who have been checked in will be processed on February 27th and March 1st. Both sessions will begin at 9 a.m. and continue until all ballots have been processed.

Logic & Accuracy Testing – L & A Testing for the high-speed scanner that will be used for pre-processing ballots will take place at the Office of Elections on Monday, February 12, at 10 a.m. Ms. Cheves will observe the testing.

Ballot Record Report – A more efficient method of reporting this data for each precinct has been developed and will be used for the first time for the upcoming election.

Precinct Assignments – Because the early voting turnout has been so low, a number of people have decided not to serve as election officers for the Presidential Primary. The Deputy Registrar for Voter Registration/Staffing is actively seeking people to serve as election officers.

Chief and Assistant Chief List for March 5, 2024 – The first draft of the Chief and Assistant Chief List, including precinct assignments for EB members, was distributed. Electoral Board members will visit their assigned precincts on Election Day.

4. Appointment of Officers of Election pursuant to §24.2-155 of the Virginia Election Laws – Dr. Stoldt moved approval of the Election Officer Appointment List, as presented. Ms. Cheves seconded the motion that was approved by unanimous vote.

5. Other Business

Virginia Electoral Board Association Meeting – The 2024 VEBA Annual Meeting will be held at the Omni Homestead Resort on March 18-19. Dr. Stoldt and Ms. Moorman will attend the meeting.

Outdoor Lighting – Ms. Moorman has placed a work order with JCC to check the outdoor lighting around the building since some of the Election Officer Training Sessions are being held at night.

6. Public Comment – There were no public comments.

7. Adjournment – A 11:59 a.m., the EB unanimously approved Dr. Stoldt's motion to adjourn. The next meeting will be on Tuesday, February 27, at 10 a.m.

Respectfully submitted,



Kay Cheves
Secretary