

## **JAMES CITY COUNTY ELECTORAL BOARD MEETING**

Regular Meeting of Tuesday, April 16, 2024

First Floor Conference Room

Office of Elections, 4095 Ironbound Road

Williamsburg, Virginia

**Call to Order** - Dot Matthews, Chair, called the meeting to order at 10:02 a.m. Others attending were Curtis Stoldt, 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** - Mrs. Matthews moved approval of the Draft Minutes of the March 6-11, 2024, Canvass Meeting. Dr. Stoldt seconded the motion which was approved by unanimous vote.

### **2 - Director of Elections/General Registrar Monthly Report**

**Stop the Bleed Training** - Thirty-three people have signed up to take the Stop the Bleed Training that will be offered on September 12<sup>th</sup>.

**Election Officers** - Ms. Moorman is working with JCC to develop a process to enable JCC employees to serve as Election Officers without having to use a vacation day.

**ELECT Advisory: Risk Management Polling Places** - JCC polling places have always been covered by insurance.

**JCC Republican Committee Chair** - Sue Sadler is the new Chair of the JCC Republican Committee. Ms. Moorman is contacting her today to set up a meeting.

**Election Day Emergency Training** - Ms. Moorman will be attending Tabletop Emergency Training Cybersecurity Exercises in Northern Virginia on June 27<sup>th</sup>.

**Voter List Maintenance** - In June, ELECT will be sending a letter to 3500 registered voters to check/update current addresses.

### **3 - 2024 Dual Party June Primary Election - June 18<sup>th</sup>**

**Early Voting Dates** - May 3<sup>rd</sup> - June 15<sup>th</sup>

**Early Voting Election Officer Training** - The Early Voting Election Officer Training Schedule for the upcoming election was distributed. Ms. Moorman encouraged EB members to attend one of the classes for Chiefs/Assistants Chiefs to receive hands-on training in filling out forms.

**Pre-processing Ballots** - Mail-in ballots from voters who have been checked in will be processed on June 11<sup>th</sup> and June 14<sup>th</sup>.

**Logic & Accuracy (L & A) Testing** will take place on Friday, April 26<sup>th</sup>. Electoral Board Members will observe at the following times: Mrs. Matthews – 9:00 – 11:30; Dr. Stoldt – 11:30 – 2:30; Ms. Cheves – 2:30 until completion.

**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 Friday, May 10<sup>th</sup>, at 9 a.m.

**Ballot Layout** – Williamsburg, James City County, and York County election officials worked together to develop the ballots for the June dual primary.

**Canvass** – June 19<sup>th</sup> is a State Holiday (Juneteenth), so Canvass will begin on June 20<sup>th</sup>. The staff will be working on June 19<sup>th</sup> in preparation for the Canvass which will conclude on Monday, June 24<sup>th</sup>, if needed.

**Staff Commendations** - Ms. Moorman commended the staff for their work in preparing for the June election.

## **5. Other Business**

**Staffing** – The Absentee Coordinator's last day will be June 24<sup>th</sup>; special permission was needed to allow her replacement to begin a week before she leaves. A new on-call has been hired to replace the on-call who resigned.

**6. Public Comment** – The observer asked if new voter registration forms have been developed for individuals who are eligible to be protected voters, effective July 1, 2024.

**7. Adjournment** – A 10:46 a.m., the EB unanimously approved Dr. Stoldt's motion to adjourn. The next meeting will be on Tuesday, May 21<sup>st</sup>, at 10:00 a.m.

Respectfully submitted,



Kay Cheves  
Secretary