

# MINUTES

## JAMES CITY COUNTY ELECTORAL BOARD MEETING

Regular Meeting of Tuesday, May 21, 2024

Second Floor Conference Room

Office of Elections, 4045 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 Absentee Voting Coordinator; and an observer from the League of Women Voters of Williamsburg Area.

**1 - Approval of Minutes** - Dr. Stoldt moved approval of the Draft Minutes of the February 6, 2024, and the Draft Minutes of the April 16, 2024, Regular Meetings. Mrs. Matthews seconded the motion which was approved by unanimous vote.

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

#### **ELECT Training**

- The *Virginia Elections Workshop* will be held in Richmond on Thursday, July 18, 2024. There will be separate workshops for EB members and General Registrars. Registration is required; Ms. Moorman will send EB members a link to register.
- *Legislative Changes/Updates Online Virtual Webinar* will take place on Tuesday, July 30<sup>th</sup> from 9 a.m. -3 p.m.

**Staffing** - Open positions, including the Chief Deputy Registrar position, are currently being advertised and applicants are being interviewed.

**Quick Reference Series** - Ms. Moorman and staff members are developing guides to various staff positions and tasks in the office. The goal is to streamline things and insure everyone is aware of what to do.

- *Absentee Coordinator Position* - A checklist of responsibilities has been developed and is being reviewed prior to the current occupant's departure on June 21<sup>st</sup>.
- *Vote Center Opening and Closing* - Step-by-step directions, including forms that must be completed, are included in this guide which is already being used and is saving a lot of time opening and closing the Vote Center.
- *Canvass* - This will be the next Quick Reference guide.

### **3. U. S. Senate and House of Representatives June Primary Update**

**Turnout** -JCC is in the top five localities in Virginia for in-person turnout. As of last Friday, 400+ in-person votes have been cast at the Vote Center.

#### **Canvass**

- Since June 19<sup>th</sup> is a state holiday, Canvass will begin at 11 a.m. on Thursday.
- Every polling place has been notified that supply pick-up will be on Thursday, instead of Wednesday.
- The Provisional Ballot Hearing will begin at 1:30 p.m. on Thursday and recess until Friday at noon.
- Provisional Voters are being notified they have until noon on Friday to present IDs.

**4. Risk Limiting Audit (RLA)** - All Virginia localities are required by Code to participate in a RLA at least once every 5 years. The focus of the RLA this year is the U. S. Senate office. In addition, some localities will be selected to conduct an RLA on a Congressional race.

Schedule – James City County will conduct a RLA on November 21 (U. S. Senate race) and November 22 (if selected for Congressional race).

Training - ELECT is providing online training and resources. [Refer to Official ELECT Advisory, November Risk Limiting Audit Awareness, 5/14/24]

There was a lengthy discussion about the method that will be used for the RLA. There was general agreement that more information about the options and selection method was needed before any action is taken. Dr. Stoldt and Ms. Moorman will investigate options.

## **5. Other Business**

**Protective Voter Status** –Ms. Moorman is sending information to all Election Officers informing them they are eligible for protective voter status on July 1. She has been including information about protective voters in past training classes. Information about Elections personnel's eligibility for protective status will also be included in all future training for new and returning election officers.

**6. Public Comment** – The observer made positive comments about the number of the James City County residents who are registered voters. She also asked (1) if there was anything other groups could do to encourage people to vote in the June Primary and (2) how many inactive voters have responded to the earlier mailing from ELECT. Ms. Moorman indicated we would have a final number after the November election.

**7. Adjournment** – A 11:10 a.m., the EB unanimously approved Dr. Stoldt's motion to adjourn.

**8. Next Meeting** - Canvass, Thursday, June 20<sup>th</sup>, at 11:00.

Respectfully submitted,



Kay Cheves  
Secretary