

MINUTES

JAMES CITY COUNTY ELECTORAL BOARD MEETING

Regular Meeting of Tuesday, August 13, 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 10:00 a.m. Others attending were Curtis Stoldt, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; Voter Registration On-Call staff member; and two observers.

1 - Approval of Minutes - Dr. Stoldt pointed out his name was misspelled in the June 20-24 minutes. He moved approval of the Draft Minutes of the June 20-24 Canvass of the results of the June 18th Dual Party Primary Election, as corrected, and the Draft Minutes of the April 16, 2024, Regular Meeting. Ms. Cheves seconded the motion which was approved by unanimous vote.

2 - Director of Elections/General Registrar Monthly Report

- **Path to Elections Office** - James City County is preparing a path from the WJCC Courthouse overflow parking lot to the Elections Office. The path meets ADA standards and should be ready by September 1st.
- **Meeting with JCC Police Chief** - Ms. Moorman has requested a closed meeting with the JCC Police Chief at the Office of Elections to discuss security matters.
- **New OVO equipment** - Ms. Moorman would like to have new OVO equipment in place for the 2027 election. Four suppliers have been approved by the State, including the same group that supplied our current machines.
- **Staffing**
 - o The New Absentee Coordinator will start on Friday, August 17th.
 - o The Chief Deputy Coordinator position is still vacant. Offers have been made to two individuals who turned down the position after receiving offers to remain in their current position.

3 - Preparations for Presidential Election on November 5th

- **Early voting** in-person begins on Friday, September 20, 2024, and ends on Saturday, November, 2.
- **Absentee ballots** for registered voters on the permanent absentee list and registered voters who have submitted an approved application must be mailed on the day early voting begins.
- **The printers for all poll pads** have been upgraded and the location has been streamlined to face the election officer rather than the voter.
- **Additional larger tables** will be added to accommodate voters for this election.
- **The area for the Precinct Chief** has been streamlined to include two provisional ballot stations located at the Chief's table in front of the room and off to the side.
- **Ballot Order** - To insure there will be an adequate number of ballots available on election day, 115% of the number of registered voters has been ordered.

- **The Election Office facilities** are in good shape for the election; however, there is still a need for additional Election Officers.
- **Sample ballots** will be available by September 6, 2024.
- **Logic and Accuracy (L&A) Testing**
 - o **Voting Machines** -Friday, September 13th - 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.
 - o **CAP Machines** - Friday, September 20th.
- **Election Officer Training** - Schedules for Early Voting Election Officer Training and Election Day Election Officer Training have been sent to Election Officers and were distributed to EB members at the meeting.
- **Canvass** - Since the last day to check for same day registration is on Veterans Day, Monday, November 11th, the last day of Canvass will be on Tuesday, November 12th.

4- Discussion and Vote on Removal of Officer of Election

- Ms. Matthews moved the Board enter a Closed Session for the purpose of discussing specific personnel matters, as permitted by Va. Code 2.2-2711(A)(I). Without objection the Board entered Closed Session at 10: 52 a.m. At 11.06 a.m. the EB concluded the Closed Session. Ms. Matthews moved to certify that everything that was discussed in Closed Session was allowable under VA Code Sect. 2.2-2711(A)(I). Ms. Cheves seconded the motion which passed with a unanimous vote.
- Ms. Matthews moved, seconded by Dr. Stoldt, that we remove Maria "Terry" Kingsley permanently from the Election Officer List. The motion passed 3-0.

5 - Other Business

- **ADA Compliance Confirmation** - Ms. Matthews made the following motion to approve ELECT's ADA Compliance Confirmation that states all polling places in the locality stated above have been assessed for accessibility using an Americans with Disabilities Act (ADA) checklist provided either by the Virginia Department of Elections (ELECT) or by the U.S. Department of Justice (DOJ); that the ADA checklist for each polling place has been filed and will be maintained within the records of the local electoral board in accordance with the Virginia Freedom of Information Act (§2.2-3700 et. seq.); and that pursuant to §24.2-310(), all polling places in the locality stated above are currently compliant with the requirements of the ADA (§42 USC 12132), the Voting Accessibility for the Elderly and Handicapped Act (§52 USC 20102), and the Virginia with Disabilities Act (§51.5-1 et seq.). The motion passed by a vote of 3-0.
- **Certification of Annual Voting System Security Plan Review** is due at the Department of Elections by September 6, 2024. Ms. Moorman said the plan had been reviewed and updated and the required certification had been submitted. She will double check and let EB members know if they need to come by the office to sign anything else .

6 - Public Comment - The observer from the League of Women Voters of Williamsburg Area said they LWVWA would be holding many voter registration events beginning in August and asked if we had any

requests. Ms. Moorman mentioned the opportunity for early voting; the voter's right to privacy; and the integrity of the voting system.

7 – Closed Session for Annual Evaluation of Director of Elections/General Registrar – At 11:25 a.m., Dr. Stoldt moved that the Board enter a Closed Session for the purpose of discussing specific personnel matters, as permitted by Va. Code 2.2-2711(A)(1) and voting security matters, pursuant to VA Code Sect 2.2-2711(A) (34). Ms. Cheves seconded the motion. Without objection the Board entered Closed Session at 11:25 a.m.

8 – Return to Public Meeting and Adjournment - At 12:39 p.m., the EB concluded the Closed Session. Ms. Cheves moved to certify that everything that was discussed in Closed Session was allowable under VA Code Sect. 2.2-2711(A)(1) and voting security matters, pursuant to VA Code Sect 2.2-2711(A) (34). Dr. Stoldt seconded the motion which passed with a unanimous vote. The meeting was adjourned at 12:41 p.m.

Next Meeting – Tuesday, September 10, 2024, at 10 a.m.

Respectfully submitted,



Kay Cheves
Secretary