

# MINUTES

## JAMES CITY COUNTY ELECTORAL BOARD MEETING

Regular Meeting of Tuesday, September 10, 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; Chief Deputy Coordinator; and one observer.

**1 - Approval of Minutes** - Dr. Stoldt moved approval of the Draft Minutes of the August 13, 2024, Regular Meeting. Ms. Cheves seconded the motion which was approved by unanimous vote.

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

- **Polling Place Name Change** - Christ Fellowship Church of Williamsburg is the new name of the polling place formerly known as Upward Church. Information about the change is being mailed to individuals who vote at that polling place. Signs will be placed at the site and information is being posted on the Office of Elections website. All formal arrangements with the church have been completed. It meets ADA compliance standards. The official name change will be recognized by James City County at the Board of Supervisors meeting on October 8<sup>th</sup>.
- **Path to Elections Office** - The sidewalk connecting the parking lot near the WJCC Courthouse to the Office of Elections has been completed. The sidewalk is ADA compliant and ready for use.
- **Staffing** - As of yesterday (September 9<sup>th</sup>), the Office of Elections is fully staffed.
- **Volunteers** - Two on-call workers and one volunteer have been highlighting items on the provisional envelope that require special attention and/or need to be signed. They will also prepare envelopes for mailing to people who vote in the precinct located in Christ Fellowship Church of Williamsburg, formerly Upward Church.
- **AED Defibrillator Machine** - An AED Defibrillator Machine is being placed on both floors of the Office of Elections on Wednesday, September 11<sup>th</sup>. Office of Elections staff will be trained in using the machine.

### 3 - Preparations for Presidential Election

- **Voter Guides** - The Virginia Department of Elections has published a comprehensive *Virginia Voter Pocket Guide* to the November 5<sup>th</sup> General Election
- **Election Officer Training** - Training schedules for Officers of Election working at the Early Vote Center and on Election Day were distributed.
- **Ballots** - A sample ballot was distributed to each EB member. Test decks will be ready for L&A testing on Friday, September 13.
- **Absentee Ballots** - Slightly more than 5,000 voters, including those on the permanent AB list, overseas voters, and other applicants, have requested AB ballots. The new AB Coordinator has taken over this task and is doing well.
- **Ballot Preprocessing** will take place every Tuesday in October, beginning Tuesday, October 8<sup>th</sup>, and ending on Friday, November 15<sup>th</sup>. Both political parties have been notified.

- **Logic & Accuracy (L&A) Testing** of voting machines will take place on Friday, September 13. Ms. Matthews will observe the morning session (9-12:30); Ms. Cheves will observe the afternoon session (12:30-finish). Dr. Stoldt will be out of town on that date but will observe L&A Testing of CAP machines on Friday, September 20. Political parties have been notified.
- **Drop Boxes** will be located at the James City County Library on Croaker Road and in the JCC Government Center Building F during the last two weeks of Early Voting, October 21 – November 1, Monday – Friday, 8 AM – 5 PM. Both Drop Boxes will be under camera surveillance the entire time and will be transported daily back to the Office of Elections by two Officers of Elections, one from each party, thereby maintaining the chain of custody.
- **Poll Pads** – Updates and upgrades are being completed now and will be ready to use when early voting begins on Friday, September 20.
- **Poll Watchers/Observers** – Poll watchers from JCC have priority over those from the state or national party. EO are being trained on how to work with observers during the election.
- **Relationship with WJCC Public School System** – Office of Elections staff have met with representatives from the WJCC School System about use of the building on Election Day and delivery of supplies on the day before and after the election. All interactions have been a very positive experience.

**Recess** – The EB recessed at 10:54 to deal with an unexpected event. They reconvened at 11:06.

### **3 – Preparations for Presidential Election (continued)**

- **New Officers of Election** – A list of new Officers of Election was distributed to EB members. Dr. Stoldt moved approval of the new officers of election on the list of September 10<sup>th</sup>. Ms. Cheves seconded the motion that was approved by unanimous vote.

**4 – Other Business** – The James City County Chief of Police was unable to attend the closed session at the end of this meeting to discuss security. Ms. Moorman will arrange a closed meeting with him, EB members, and EO staff about security.

**5 - Public Comment** - The observer asked several questions about parity in election officer placement at precincts and ballot order of candidates.

**8. Next Meeting** – Tuesday, October 8, 2024, at 10 a.m.

Respectfully submitted,



Kay Cheves  
Secretary