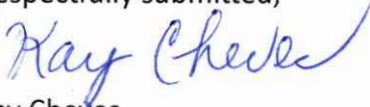


JAMES CITY COUNTY ELECTORAL BOARD
Regular meeting of Friday, February 6, 2026
JCC Office of Elections 4095 Ironbound Road
Williamsburg, Virginia

1. **Call to Order** - The Electoral Board (EB) meeting was called by order by Dot Matthews, Chair, at 11:00 a.m. Others attending were Lisa Ownby, Vice Chair; Kay Cheves, Secretary; Dianna Moorman, Director of Elections/General Registrar; the Chief Deputy Director of Elections; and one observer.
2. **Approval of Minutes** - Ms. Matthews moved the EB approve the Draft Minutes of the January 13, 2026, Regular Meeting. Ms. Ownby seconded the motion that was approved unanimously.
3. **Approval of Election Officers** – Ms. Matthews moved approval of the Election Officers designated in the handout [2025-2027 Appointed Election Officers] given to the EB by Ms. Moorman. Ms. Ownby seconded the motion that was passed by unanimous vote.
4. **Director of Elections/General Registrar’s Monthly Report**
 - Officers of Election (OE) – The OE packet has been streamlined. The staff is looking at how larger localities handle recruitment and training of OE. The designation *Independent* has been changed to *Unaffiliated*.
 - Training of EO - On-line training should be available by the August Primary Election. The first training must be in-person, but subsequent sessions can be on-line. Each person will have a unique password.
 - Chiefs and Assistant Chiefs have to attend in-person training for each election. Individuals who attend early voting training can do it on-line for the general election.
 - April 21st Special Election
 - Logic & Accuracy (L & A) Testing will be Friday, February 27. EB members will have the following shifts: 8:30-11:30 Ms. Matthews; 11:30-2:30-Ms. Ownby; 2:30-end Ms. Cheves.
 - All equipment has been updated in accordance with new security updates.
 - Ballot Order – A Ballot Order for 50% of the registered voters (rounded to the next hundred) in each precinct will be submitted to ELECT within the week.
 - Early Voting begins Friday, March 6th
 - Budget – The FY 28 two-year operating budget has been submitted to James City County. An increase in funds for training and supplies was requested as well as two new permanent positions which were endorsed by the EB in January.
 - Capital Improvement Plan Budget – A request was submitted for new voting machines in January 2029 (after the 2028 Presidential election).
 - Redistricting – If the proposed Constitutional Amendment passes, James City County voters will be in CD 4 and 8 and several new precincts will be needed.
5. **Public Comment** – None

6. **Additional Business/ Board Comment** – Ms. Ownby attended a City of Williamsburg Elections Office Open House on February 4 and will attend the Boot Camp for new and reappointed EB members on February 7.
7. **Adjourn** – At 11:59 a.m. Ms. Matthews moved to adjourn. Ms. Ownby seconded the motion that was unanimously approved.
8. **Next Meeting** – Tuesday, March 10, 11 a.m.

Respectfully submitted,



Kay Cheves
Secretary