

JAMES CITY COUNTY ELECTORAL BOARD

Regular meeting of Friday, March 10, 2026

JCC Office of Elections Meeting Room A

4095 Ironbound Road

Williamsburg, Virginia

1. **Call to Order** - The Electoral Board (EB) meeting was called by order by Dot Matthews, Chair, at 11:07 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 two observers.
2. **Approval of Minutes** - Ms. Matthews moved the EB approve the Draft Minutes of February 6, 2026, Regular Meeting. Ms. Ownby seconded the motion that was approved unanimously.
3. **Approval of Election Officers** – Ms. Ownby moved approval of the the list of “2025-2027 Appointed Election Officers” as presented. Ms. Cheves seconded the motion that was passed by unanimous vote.
4. **Director of Elections/General Registrar’s Monthly Report**
 - Voter Registration Statistics – There were 66,394 registered voters on 1/1/2026. Approximately 200 people have registered since that date.
 - Election Preparation/Update
 - 4,730 Absentee Ballots were mailed out.
 - Voter turnout has been strong and steady since Early Voting began on Friday (3/6) when 890 votes were cast. There were 790 voters on Monday (3/9) and 150 people voted today before the EB meeting convened.
 - Equipment status
 - The high-speed scanner will be tested at 9 a.m. on Friday, March 13. Ms. Matthews and Ms. Ownby will observe.
 - Ms. Moorman has met with JCC personnel about the Capital Improvement Plan budget request. They are aware the Elections Office budget is not prepared for three elections in 2026.
 - Office Operations –
 - Things are going well in the Elections Office.
 - Ms. Moorman has been appointed by the U. S. Elections Assistance Commission to their Forms Committee.
 - Staffing and Training update
 - Staffing for Early Voting started with the minimum needed (5 EOs), but the number has been increased because of the strong turnout.
 - Training classes for the April 21 Special Election are scheduled for Wednesday, March 25, and Thursday, March 26. The staff is preparing on-line refresher training sessions for individuals who have attended in-person sessions.
 - Voting Infrastructure Coordinator gave a presentation to the City of Williamsburg Elections Office staff and EB on the use of poll pads in CAP by mail and the high-speed mini scanners.
5. **Public Comment** – None

6. **Additional Business/ Board Comment** – Ms. Ownby mentioned two programs for voters in other jurisdictions: (1) a phone text alert system for voters in the City of Virginia Beach and (2) an email blast system for voters in the City of Williamsburg. Ms. Moorman will have the Office staff obtain additional information about both programs for possible inclusion in the 5-year plan.
7. **Closed Session regarding Locality Election Security Standards (LESS) pursuant to Section 24.2-410.2 of the Code of Virginia** - At 11:50 a.m. Ms. Ownby moved the EB go into closed sessions to consider the Locality Election Security Standards. Ms. Matthews seconded the motion that passed by unanimous vote.
8. **Reconvene to Open Session** - At 11:53 a.m. Ms. Matthews moved the EB go out of closed session. Ms. Ownby seconded the motion that passed unanimously. Ms. Matthews moved the James City Electoral Board certify that the only matters discussed in the Closed Session were the Locality Election Security Standards (LESS), as permitted by Virginia Code Sections 24.2-410.2 and -625.1. Ms. Ownby seconded the motion that passed unanimously.
9. **Adjourn** – At 11:56 a.m. Ms. Matthews moved to adjourn. Ms. Ownby seconded the motion that was unanimously approved.
10. **Next Meeting** – Tuesday, April 14, 11 a.m. (Because of space limitations, the EB meeting has been changed to Monday, April 13, at 1:30 p.m.)

Respectfully submitted,


Kay Cheves
Secretary