

Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	July 9, 2024	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	09:30AAM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:45AM	Sect:	Bob Heller	Yes
Others Present	Kathy Davenport (as needed below)			
Guests Present:	Robert Headley/Michael Bergamo for IT items below.			

Previous Minutes: June 2024 Minutes were approved and posted 6/19/24.

Agenda Items:

GR Performance evaluation: The Board must perform the Registrar's Annual Performance Evaluation by July 31. The Secretary provided copies of Ms. Davenport's last evaluation and a blank copy of the form for use this year. It was discussed and mutually agreed that the best course would be for the Board to review her performance individually, then meet again in a closed session (7/22 @ 10AM) to finalize and present to Ms. Davenport0

IT Needs: NU County IT Director Robert Headley and Michael Bergamo of Code Blue were present for this discussion.

EO Training: The board with advisement of the subject matter experts agreed to "build" a Microsoft SharePoint based interactive on-line training tool for our election officers. All new election officers this year (March + June elections) utilized our test program based upon the .pdf program our Secretary put together. Having this tool available through a password protected web-based link will create a resource for future Election Officer education supplementing the annual live sessions which will continue to be held. This method must be available for live use by October 1 to be used for training prior to the November Presidential Election.

ED file sharing: As a separate but integrated function of the SharePoint program, Code Blue will provide us with a secure and sharable site for Electoral Board file access, creation, editing, and storage of relevant documents. This functionality will provide version control, ready access to, and consistency of content in our operations, freeing us from individually using personal computer resources.

The three members of our board will be "administrators" of the SharePoint tools with the Secretary having the primary responsibility for updating training content. Both integrations will be accessed through an email-based login and password system.

We will meet again with Mr Bergamo and Mr Headley on Wednesday, July 24 at 10AM to review the first steps.

VSSP: The Chair identified a need for EB to review and certify and submit our Voting Systems Security Plan prior to Sept. 6, 2024, per ELECT Advisory of May 25.

Equipment Repairs: We currently have three Hart machines in need of repair. Allowing for the passage of required time after the 6/18 election.

On 7/15, 10AM, we will determine the lifetime use of all equipment and rotate lowest use to higher use precincts, and to prep and package equipment for repair.

Registrar's Comments: Ms. Davenport joined us to offer the following:

We received a request from The NN Women's Club in Lottsburg to provide a guest speaker for February 11, 2025 at Noon. Mr Heller agreed to attend.

CAP and Early Voting staffing is progressing. Wesley James and Darlene Dabbs have agreed to staff Absentee Pre-Processing and will be notified by the Registrar.

Election Officer pay checks specific to the June 18th Primary Election staff will be available for pick at the General Registrar's Office after Monday, June 15th. Officers must provide ID and sign for their checks. If an officer chooses to have another individual come in to pick up their check, prior written authorization is required.

Capital Improvements: We received a sizeable rebate from the State (+/- \$12K) for the 2023 election cycle. Our Chair has submitted a request to County Administration to place these proceeds (current & future) into an Elections specific capital improvement project fund in anticipation of future upgrades of our election equipment.

Poll Pads: KNOWiNK has advised of a potential future need to update our equipment to the newest version of Poll Pad. We will await disposition of above referenced funds, and the passage of this November's Presidential Election to move forward with this endeavor representing an \$8,000 spend.

On a similar note, Mr Heller will re-kindle discussions with KNOWiNK regarding a dedicated "training" Poll Pad capable of being connected to a projection display for training.

Presidential Election Planning: The following dates were established:

8/15/24 – Secretary to contact EOs regarding availability for 11/5/24.

9/20/24 - Early Voting begins. L&A Testing to be scheduled prior to that.

10/1/24 – Preci8nct assignments to be made and communicated.

10/16/24 – Chief Meeting/Training; 1-3 PM at Sheriff's Office.

10/23/24 – EO Training (all) 1-5PM at St. Stephens Church.

Mr Heller will make appropriate space arrangements and communications.

Signatures

Signed and accepted on:

Date: July 12, 2024

Joe Schlatter Chair

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Joe Schlatter
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Austin Schmidt Vice Chair

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Austin B Schmidt
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Bob Heller Secretary

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R. Heller
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