



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	8/13/2024	Member's Attending		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	09:35AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:20AM	Sect:	Bob Heller	Yes
Others Present				
Guests Present: No members of public or political party representatives were present.				

Previous Minutes: July 2024 Minutes were approved and posted 7/16/24.

For today's meeting, Ms. Davenport was not available. Questions/comments & input, noted below, were taken from an extension of this meeting taking place Wednesday, 8/14 at 10:00AM. (JS/BH attending)

- **Equipment:** Two of the 4 machines sent to Hart for repairs have been returned and ready for service. The remaining two are expected 8/16.
- **Poll Pad:** The PP ordered following last month's meeting has arrived. The Chair will review and set up as needed prior to use.
- **V-Drives:** 32 drives were returned to Hart on 8/8 and expected back prior to Early Voting L&A testing begins.
- **L&A Testing-** Machine testing for Early Voting will take place on September 10 following our normal Electoral Board meeting. October 10 was decided upon for L&A testing of the remainder of equipment for use on Election Day.
- **Ballot Order:** The Board discussed ballot needs for November election determining that we will order 100% of registered voters for each precinct, plus the number anticipated by the Registrar for Absentee Ballot use.
- **EO Training:** The following were discussed & decided:
 - Chief/Asst Chief session will be October 15 at 2PM
 - Election Officer precinct assignments will be made subsequent to our Sep 10 meeting. We will strive to provide 9 active and 2 Reserve Officers per precinct.
 - All officers working in the polling places will be assigned & required to complete the electronic training module and attend the live session as scheduled. (See below Re, CAP & EV training by the GR)
 - There will be 2 sessions for EO training: Pct 1,2, & 3 on Oct 23 from 1-5PM and Pct 4 & 5 on Oct 24 from 1-5PM, pending space availability at St. Stephens. Date availability conflicts will be accommodated for as needed. These sessions will be focused on practical application skills and reinforcement of key points specific to this election.
 - There arose a potential personnel issue with one of our officers which will be managed privately by the board at the September Board meeting.

- **RLA:** ELECT has advised of a planned Risk Limiting Audit to take place following the Nov. 5 election. Details and application to our jurisdiction are not known at this time, however all have been assigned to partake in the Sep 5 Webinar. See Elect Advisory for details.
- **E.O. 35:** The Governor has issued a Vote Integrity Executive Order (EO35) involving (a) mandatory use of paper ballots (currently the standard in this county), (b) complete machine testing (our current L&A testing satisfies need), and (c) voter list maintenance specifications. It was reviewed and determined that in this locality the only change in local activities may be in some reporting functions required by “daily” updates required from ELECT to the Governor.
- **ADA** The annual ADA compliance Confirmation is due August 30 to ELECC. The requirements were discussed at length and a motion made, 2nd, and approved 3-0 to respond as in our 2023 response stating that no county owned properties are utilized and thus, we rely on our donated space to maintain compliance and verbally confirm such each year.
- **Emergency Prep:** Of the 5 Polling Places, 2 are equipped with emergency power systems. For the remaining 3, the Secretary will poll our Election Officers regarding the availability of portable back-up generators we may have available.

Continuation, Wednesday, Aug 14: The board met at the County Administrator’s Office, and subsequently at the General Registrar’s Office to discuss the following issues:

- Per our bookkeeper(Mary Dodson) compliance with IRS regulations will require all Election officers are subject to Medicare & FICA taxes being withheld from their payments. If an EO earns less than \$2299.99 in a calendar year, they will have said withheld funds refunded in their final paycheck of the year. These provisions will be included in our current and future Election Officer training.
- We discussed the need for EO’s to manage the volume of voters during Early Voting and arrived at needing +/- 10 individuals to assist with handling voter traffic.
- CAP & EV Officer training: CAP workers on Sep 5; EV workers on Sep 4: & Outside workers on Sep 3..

Action Items:

1. The GR will place the Ballot order with Hart for the quantity of ballots discussed.
2. The Secretary will assess the availability of Election Officers for November 5 and seek volunteer’s w/ a portable generator.
3. The Secretary will make meeting room reservations for upcoming training sessions at NU Sheriff’s office and St. Stephens parish hall.
4. The Chair will contact EO volunteers to work Early Voting crown control and attend 9/3 training

The preceding meeting minutes have been electronically reviewed and approved by the signatories on the date noted below.

Signatures

Signed and accepted on:

Date: 8/26/24

Joe Schlatter Chair

Signed by:
Joe Schlatter
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Austin Schmidt Vice Chair

DocuSigned by:
Austin B Schmidt
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Bob Heller Secretary

DocuSigned by:
R. E. Heller
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