



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	September 10, 2024	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order		Vice Chair:	Austin Schmidt	Yes
Adjourned		Sect:	Bob Heller	Yes
Others Present	Kathy Davenport (when needed)			
Guests Present:	Ms. Karen Pica Pct 2 Chief attended a portion of the meeting			

Notes: Aug 2024 Minutes were approved and posted 8/15/24.

Agenda Items:

- ❖ November Ballot Status: The VA department of Elections made a last-minute addition of an independent candidate to the ballot which caused some delay. That change was incorporated, and full approval of our ballots was received earlier this morning.
 - Ms. Davenport has encountered significant issues in printing address labels for Absentee Ballot mailings. She is proceeding printing individually.
 - Due to changes delaying receipt of ballots, and v-Drives, from Hart, current scheduled tasks will be negatively affected as noted in other items.
- ❖ L & A Testing: The intent to test voting machines for Early Voting following this meeting today cannot take place without having ballots and v-Drives to use in that endeavor. We discussed and determined to reschedule L&A Testing (EV) for Tuesday, Sep 17 at 10:00AM. Further, we discussed the quantity of test ballots to use for L&A testing. In the past we created "test" ballots by marking one ballot for every choice on the ballots, often resulting in a substantial number of ballots. It was thought that one ballot for each contest may be sufficient.
- ❖ Precinct Officer Assignments: The Secretary presented, and the board reviewed, initial Election Officer assignments with minor edits. The Secretary will send an assignment letter (USPS + email) including training logistics within the next week. For this election we are striving to have a full complement of 9 Election Officers and two "Alternates" assigned to each polling place for Nov 5.
- ❖ Election Officer Training: The specific agendas will be reviewed at the October EB meeting.
 - Chief/Asst. Chief: Scheduled for Oct 15. Based on feedback provided by Ms. Pica, we should emphasize: Follow the checklists; Completion of Seal Certificates; copies of same in Chief's Book & with the "master" in the Equipment binder; Special emphasis on process for SDRs, AB turn in & Provisional Voting; Be sure to produce a Write-in report from scanner at close; Sign ALL forms/tapes as required!!!; Make a Asst. Chief Check List.
 - Precinct Officer Sessions: Scheduled for Oct 23rd (Pcts 1,2&3) and Oct 24th (Pcts 4&5). Format should follow the interactive sessions first implemented last year with these improvements: Provide ample time for team session (30 min); Combine Reports & Equipment Officer groups to better cover Seal & reporting; Provide a Check Lost for each Role Binder.
 - Conduct an "After Action" survey and report following the election and share with Chiefs and Assistants, with an appropriate summary to all.
- ❖ Risk Limiting Audit: Following our participation in the Risk Limiting Audit (RLA) webinar on Sept 5, we learned our county will be conducting an RLA for the Senate race, and potentially an audit of the Congressional race, if selected by ELECT to do so. Further details will be discussed in October. **NOTE:** Mark the following addition to the label on Box 3 by providing space for the

count of the number of ballots included in the box upon poll closing. This will facilitate the conduct of the Batch Processing method employed for the Senate race RLA.

- ❖ US Vote Foundation Request for contact information: On Sep 3, the Secretary received a request from this non-government organization requesting confirmation of our contact information as listed on their website. Upon consultation with the board members, it was determined the best course was to limit contact information to our office information. This was completed by the Secretary as discussed with acknowledgement being received on Tue, Sep 10 via email.
- ❖ ADA Compliance: The ADA Compliance document was submitted in late August as required. In discussion, it was decided the Secretary would draft a letter to the polling places for their acknowledgment of their ADA compliance for our files.
- ❖ EB & GR YTD Budget review: Expenditures YTD are well within reason however the Secretary raised a question regarding the handling of shipping charges, for which we had a considerable sum for UPS shipment of voting machine repairs to Hart. The Secretary will propose to the County Administrator that for the next fiscal year we incorporate such a line item. Further, we discussed the use of 1st Class postage for mailing (& return) of Absentee Ballots. The Chair will enquire of our Postmaster if a more favorable but still optimal, bulk rate is available.

Action Items:

1. RPV & DPV will be advised of the changed date for L&A testing, and post appropriately.
2. Mr Heller will review Training materials and draft agendas for the October EB meeting.
3. Mr. Heller will disseminate Election Officer Precinct assignments and training link NLT 9/20.

Signatures

Signed and accepted on:

Date: September 12, 2024

Joe Schlatter Chair

Signed by: Joe Schlatter
e640303208E476...

Austin Schmidt Vice Chair

DocuSigned by: Austin B Schmidt
D3A3C4627B384D1...

Bob Heller Secretary

DocuSigned by: Bob Heller
10D397B670D048C...