



# Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	10/8/2024	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	09:45AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	12:05PM	Sect:	Bob Heller	Yes
Others Present	Kathy Davenport			
Guests Present:	No members of public or political party representatives were present.			

**Previous Minutes:** Sep 2024 Minutes were approved and posted 9/16/24.

**Agenda Items:**

- **Early Voting:** Ms. Davenport reported that voter traffic for Early Voting has been brisk with approximately 1,500 voters visiting the registrar's office to cast their vote as of this date. By in large, all is proceeding as expected with no serious issues or incidents.
- **L&A Testing:** On Thursday 10/10 the EB will meet at 9AM to conduct L&A testing of the voting machines to be used in the Nov 5 election. All five precincts in addition to the machines used for CAP will be included.
- **Ballots:** Ballots for this election have been received from the printer. Quantities of General, Presidential, Federal and Kilmarnock received matched as we previously ordered. All were "checked-in" and boxed by precinct in preparation for distribution to the polling places.
- **Election Day Preparation:**
  - Setup (11/4) & Take down (11/6) – We will alert Curtis and county, and ask an election officer to assist us in distribution and pick-up of poll place equipment.
  - Polling Places -The Secretary will make needed arrangements for access to and use of the 5 polling places. We will use new signage for Curbside Voting, The Chair will see to set up and preparations.
  - Training is scheduled (see below) and being finalized as needed.
- **Officer Training:** The Secretary shared outlines of Officer and Chief training sessions. The following topics were identified to include.
  - Officer pay and withholding tax procedural changes.
  - Need to include final ballot count on Box 3.
  - Match GR office & precinct early reports forms.
- **Equipment:** Knowlnk, the provider of our Poll Pads, has announced the launch of new, updated equipment with built in printers. They have provided a quote of \$14,600 for the replacement of our current inventory. As several questions exist, and with the priorities of the Nov 5 Election, this topic will be tabled to the December EB meeting.
- **Budget:** The \$12,600 rebate from ELECT for the past elections has been deposited into the Capitol Outlay line item of our budget, bringing the YTD balance as of Oct 1 to \$27,105.

- **Canvas:** Our Canvas is due to be completed by Friday, Nov 15<sup>th</sup>. Duplicate SDRs will not be identified, meaning we cannot complete Canvas until following their receipt, if any applicable to us.
- **RLA:** Per ELECT directive all jurisdictions will be conducting a Risk Limiting Audit of the statewide US Senate race on Nov 19-22. On Nov 18, the State Board of Elections will make a decision on selecting one US Congressional District which will also be conducted at this time. Only if the 1<sup>st</sup> Congressional District is chosen will we be participating in the Congressional..
  - To assist the EB in conduct of these RLAs we will seek 2-3 volunteers from each political party Committee. The Chair and the Secretary will contact the respective Democratic and Republican party chairs with this request.

**Action Items:**

1. All 3 EB members will meet Thursday, Oct 10 to conduct L& A testing
2. The Chair will secure needed boxes for ballot packing. Once on hand we will schedule time to meet & pack for Election Day distribution on Mon. 11/4.
3. The Secretary will finalize Chair & Officer training sessions prior to their 10/15, 10/23 & 10/24 dates.
4. The Secretary will contact each polling place to finalize all arrangements for equipment drop off and Election Day use.

**Signatures**

Signed and accepted on:

Date: Oct 14, 2024

Joe Schlatter      Chair

Signed by:  
*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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