

# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



Date:	12/10/2024	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	09:55AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:45AM	Secretary:	Bob Heller	Yes
Others Present		Registrar (when needed)	Kathy Davenport	
Guests Present:	Susan Ruberry, prospective EB member attended.			

**Notes:** Ms. Davenport was not available for this meeting. Minutes of the November 2024 meeting(s) were approved and posted electronically on 11/22/24. November minutes combine discussions/activities encompassing the Regular Monthly meeting of Nov 13, the post-election Canvass Meeting of Nov 8-15 and a special Risk Limiting Audit held Nov 18-21.

**Agenda Items:**

- ❖ The board discussed & reviewed the experiences of the recent election.
  - It was decided (unanimous agreement) that the Secretary will once again conduct a Keep-Start-Stop survey of the Election Officers and produce a report on completion.
- ❖ Election Officer issues: We currently have 71 listed volunteers, with 2 having notified us of their desire not to continue in the role.
  - We are reminded that all current Election Officers term of service expires in Feb 2025. We must initiate the review and re-appointment process in January.
  - Recent election officer payments were discussed. An effort will be made prior to the next election to review the process of documenting and coordinating the compensation to the officers working in all aspects of the election.
  - Polling Place leadership: Due to resignations we will be seeking Chief and Assistant Chief candidates. Mr Heller will coordinate this search.
- ❖ IT Issues: The “online” training of election officers worked well despite a “temporary” access point being used. In the new year we will reach out to Code Blue and county IT department to:
  - Optimize board and staff access to our SharePoint drive.
  - Establish a “home” for election officer learning resources.
  - Secure a laptop/desktop computer for board member access of the above content.
- ❖ Voting Equipment:
  - A review of future needs (FEAC v2.0 standards) & how it will impact our voting equipment and long-term financial needs was held. No action needed at this time, except that Hart is setting up a NN Demo Day for a January date.
  - We are awaiting a quotation from Hart for a preventive maintenance visit to our offices in January. At that time, the technician can identify needs that are not

suitable for field repair. We will return any items to Hart for repair needed. This will ensure all equipment is ready for the next election.

- Poll Pads: Kelly Keesee of KNOWiNK will be visiting our offices on Wednesday, December 18 at 10AM to review with us our needs in securing updated Poll Pad equipment. Mr Schlatter will coordinate.
- Dependent on specifics of the Dec 18 meeting with Knowink, the Board’s intent is to replace the touch pad or tablet (Apple iPad component) of our current Poll Pads with the updated version. Apple will be ending support for current version.

❖ FY 25-26 proposed budget:

- The Secretary distributed copies of a proposed fiscal year budget for review and comment. New additions for the next Fy include payments to Election Officers for training attendance, and donations to donated space for Election Day use of polling place space.
- With minor additions (no deductions) all line items were agreed to in unanimous discussion. Mr Heller will submit to County Administration as required prior to December 31.

❖ This will be the last regular meeting for our current Chari, Mr. Joseph Schlatter. At our January monthly meeting we must confirm and vote on the three office positions for the board members, with the Secretary submitting the required.

**Action Items:**

1. Mr. Heller will conduct a Keep-Start-Stop analysis with the Election Officers working on election day.
2. Mr Heller will contact (email) of all Election Officers to identify interested individuals to step into a leadership role in Polling Place staffing.
3. Mr Schlatter will contact KNOWiNK (Kelly Keesee) to solidify Dec 18 activities.
4. Mr Heller will finalize and submit FY 25-26 budget.

**Signatures**

Signed and accepted on:

Date: Dec 14, 2024

Joe Schlatter      Chair

Signed by:  
  
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Austin Schmidt      Vice Chair

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Bob Heller      Secretary

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