



Northumberland County, Virginia Minutes of Electoral Board Meeting



| | | | | |
|---|--------------------|------------------|-----------------|-----------|
| Date: | 1/14/2025 | Member Attendees | | Present |
| Location | Registrar's Office | Chair: | Susan Ruberry | Yes |
| Call to order | 09:35AM | Vice Chair: | Austin Schmidt | Yes |
| Adjourned | 12:15PM | Sect: | Bob Heller | Yes |
| Others Present | | Registrar: | Kathy Davenport | If needed |
| Guests Present: Joan Watkins; Matthew Ewoldt; Michael Bergamo – see below. items 2&3. | | | | |

Previous Minutes: Dec 2024 Minutes were approved and posted 12/19/24.

Agenda Items:

1. **EB organization:** With the appointment of new member Susan Ruberry, the Board held discussions and voted unanimously to the following:
 - Chair Susan Ruberry
 - Vice Chair: Austin Schmidt
 - Secretary: Bob Heller
 - We discussed position roles and responsibilities. It was agreed to adopt specific areas of responsibility in the operations by each member of the board – to be discussed & more firmly decided in the immediate future.

2. **Election Officer Appointments**
 - Joan Watkins and Matthew Ewoldt joined the meeting as invited guests at 10AM. They have volunteered to serve as Chief Officer, and Asst. Chief in our 4th precinct. After introductions and discussions, the board agreed unanimously that each would be so appointed going forward.
 - Re-appointment of existing is required to be undertaken at the February meeting (§24.2-115). To prepare for this, the Secretary will draft a letter to the respective County Committees (R + D) as notification of any desired additions, and coordinate with GR staff to send notification & Oath forms to the officers being re-appointed. This should be completed by March 1.

3. **IT and EB Shared access:** Michael Bergamo of Code Blue joined us at 10:30AM to discuss Code Blue's role, access to, and content of our SharePoint site, and advise on connectivity of our donated laptop computer. Discussion ended ~11:15AM.

4. **Poll Pad Replacement:** On Friday, Jan 10, our supplier of the existing electronic poll books, KNOWiNK, visited to review their newly updated equipment. Our existing ten-year-old equipment is reaching the end of usable life due to software compatibility. Considering we currently have adequate funding in our Capital Improvement budget, the Board agreed to accept the recent quote from KNOWiNK for the purchase of 14 new systems. The Secretary will coordinate the purchase.

- 5. **FY budget:** Our 24-25 FY budget is on track to end the fiscal year below expectations. Our FY 25-26 budget, representing flat spending, was submitted prior to the Jan 3 due date.
- 6. **FOIA requests:** Subsequent to the November election we have seen a spike in requests (on a statewide basis). As opposed to individual board member responses, it was agreed (unanimously) that our General Registrar would be the designated spokesperson for all FOIA requests to this office. The Electoral Board will consult when needed.

Action Items:

- 1. The Secretary will coordinate with the GR to initiate the re-appointment of our current Election Officers per code.
- 2. The Secretary will contact the GR to review KNOWiNK purchase and place the order with her agreement. (completed 1/15/24)
- 3. The Chair will contact the Clerk of Court to retrieve any available v-Drives being held from the 2022 election now that the sequestration period has passed.
- 4. All v-Drives on hand must be returned to Hart for programing for the June Primary election, assuming it will take place. With potential Early Voting to begin May 2, and L&A testing completed prior, we must have them returned and ready for use NLT April 15.

Signatures

Signed and accepted on:

Date: Jan 20, 2025

Susan Ruberry Chair

Signed by: 
 30E6ED3045E6400...

Austin Schmidt Vice Chair

DocuSigned by: 
 B3A3C4627B384D1...

Bob Heller Secretary

DocuSigned by: 
 10D397B870D046C

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Document Pages: 2

Signatures: 3

Envelope Originator:

Certificate Pages: 2

Initials: 0

Robert E. Heller

AutoNav: Enabled

45 Back St.

Envelopeld Stamping: Enabled

Heahtsville, VA 22473

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

bh48@earthlink.net

IP Address: 65.99.126.75

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Status: Original

Holder: Robert E. Heller

Location: DocuSign

1/20/2025 6:58:31 AM

bh48@earthlink.net

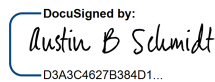
Signer Events

Austin B Schmidt

augdog404@gmail.com

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

D3A3C4627B384D1...

Timestamp

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Viewed: 1/20/2025 6:38:27 PM

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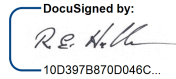
Robert E. Heller

bh48@earthlink.net

Secretary

N.C. Electoral Board

Security Level: Email, Account Authentication
(None)

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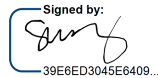
Electronic Record and Signature Disclosure:

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Susan Ruberry

sruberry@co.northumberland.va.us

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(None)

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Signed: 1/21/2025 1:37:58 PM

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Signed using mobile

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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| Carbon Copy Events | Status | Timestamp |
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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