



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 proگرامing 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: 
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Austin Schmidt Vice Chair

DocuSigned by: 
 B3A3C4627B384D1...

Bob Heller Secretary

DocuSigned by: 
 10D397B870D046C

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 Robert E. Heller
 45 Back St.
 Heahtsville, VA 22473
 bh48@earthlink.net
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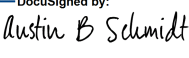
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 bh48@earthlink.net

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Signer Events

Austin B Schmidt
 augdog404@gmail.com
 Security Level: Email, Account Authentication
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Signature

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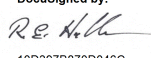
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Robert E. Heller
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 Secretary
 N.C. Electoral Board
 Security Level: Email, Account Authentication
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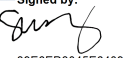
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Susan Ruberry
 sruberry@co.northumberland.va.us
 Security Level: Email, Account Authentication
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Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	February 10, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	09:36AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:20AM	Sect:	Bob Heller	Yes
Others Present		Registrar:	Kathy Davenport	If needed
Guests Present:	No members of public or political party representatives were present.			

Previous Minutes: Minutes of December were approved and posted 01/22/2025.

Agenda Items:

❖ **Re-Appointment of Election Officers:**

- Our current list of volunteers, comprised of the demographics below, was reviewed for re-application per Virginia Code §24.2-115. The General Registrar will send re-appoint materials out and new 3 yr term will commence March 1. (68 total; 31 Republican; 14 Democrat; 23 Undeclared)

❖ **Poll Pad replacement:**

- Our provider, KnowInk, has advised that the current (Apple iPad v6.0) will no longer be serviceable in the near future. Following a board review of available systems, the decision was made to continue with the current supplier with the updated equipment they offer. An order was placed with KnowInk (\$15,330.00 on Jan 15) for 14 new design Poll Pads. The purchase provides new Apple iPads, an integrated stand with printer all software, setup, and delivery. We anticipate delivery in mid March of this year. Existing equipment will be donated to Northumberland County and/or the school system.

❖ **V-Drives:**

- The Hart voting equipment we currently use is based upon the use of a coded "thumb" drive device referred to as a v-Drive. 32 are needed for each election and associated L&A testing, with those devices used for actual voting (~16) being kept for a legally proscribed time by the Clerck of Courts for the county. As of this date we believe our total inventory amounts to 74. We have recently returned 32 drives to Hart for the next election programing. Leading up to future elections we may need to purchase additional devices as all currently stored from 2024's three elections are out of service to us until 2026.

❖ **Locality Election Security Standards - L.E.S.S.:**

- The annual survey, conducted by Code Blue, is currently underway, Code Blue will be presenting their survey on February 19, with our response to the State due March 1st and any needed remediation plan due April, all of which Code Blue will oversee.

❖ **Voting Equipment –:**

- VVSG 2.0: Ms. Ruberry & Mr. Heller recently attended a presentation by Hart InterCivic of their new Vanguard voting equipment meant to meet or exceed the

proposed VVSG 2.0 standards. At some point in time this will require a complete change over of our existing equipment.

- **Scheduled Maintenance:** In the last election (Nov '24) we had 3 scanner failures. Potentially requiring their return to Hart for repair. To determine their status, and ensure our equipment is in an appropriate & updated condition for the next election, we have arranged with Hart to have an on sight "preventative maintenance" of all election machines performed. This is scheduled for Feb 19th.

Action Items:

1. .MS Davenport (GR) will oversee the sending of re-appointment applications, oaths, and associated information, advising the Board on results.
2. Ms. Ruberry will oversee the development of an inventory tool to better track and provide accountability for our devices.
3. Mr Heller will coordinate with Hart and County administration (when required) discussion regarding the potential replacement of all Verity machines currently in use with the new Vanguard equipment at an appropriate time.

Signatures

Signed and accepted on:

Date: Feb 14, 2025

Susan Ruberry Chair

Signed by:

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 DocuSigned by:

Austin Schmidt Vice Chair

DocuSigned by:

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 DocuSigned by:

Bob Heller Secretary

DocuSigned by:

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Signer Events

Austin B Schmidt
 augdog404@gmail.com
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Robert E. Heller
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 Secretary
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Susan Ruberry
 sruberry@co.northumberland.va.us
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Carbon Copy Events**Status****Timestamp**

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