



Northumberland County, Virginia Minutes of Electoral Board Meeting



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|-----------------|-----------------------------------------------------------------------|------------------|-----------------|---------|
| Date: | March 11, 2025 | Member Attendees | | Present |
| Location | Registrar's Office | Chair: | Susan Ruberry | Yes |
| Call to order | 9:30 AM | Vice Chair: | Austin Schmidt | Yes |
| Adjourned | 11:19 AM | Sect: | Bob Heller | Yes |
| Others Present | | Registrar: | Kathy Davenport | Yes |
| Guests Present: | No members of public or political party representatives were present. | | | |

Previous Minutes: Minutes of Feb 11 were approved and posted 02/14/25.

Agenda Items:

- I. **Next Election:** This year we will see Virginia elections for Governor, Lt. Gov., Atty. Gen, & US Senate and locally for Board of Supervisor and School Board positions in this county. If necessary (Apr 3 filing date) there will be dual Primary Election(s), on June 17th. And the General Election on Nov 4. Our preparations are ongoing and discussed in the following information.
 - a. Primary ballots: In consultation with our Registrar, the board decided to order ballots in the amount 30% of registered voters in each precinct, in types appropriate to vote submissions in the past.
- II. **FY budget:** All categories are within expectations with recent expenditures of \$3000 (Hart Intercivic) for voting machine maintenance and \$15,000 for replacement of existing electronic Poll Pads (Knowink).
- III. **EB Duties:** Election law and Department of Elections specify and provide direction on Electoral Board duties and responsibilities. Understanding the Board is responsible for ALL legal and procedural responsibilities, we discussed each and identified "lead" responsibilities for each of the three board members.
- IV. **Election Officers:** So far, we have received signed documents from 46 officers in the semi-annual re-appointment process.
 - a. In early April all will be contacted regarding 2025 election availability and assignments will begin.
 - b. It was decided that a "mass" training meeting for all officers would not be necessary in June but will schedule such for October in preparation for the November General Election. Any new Election Officers or those not attending the Oct 2024 session, will be brought in prior to the June Primary.
 - c. New Poll Pad Training: As advised by the Registrar, we do not desire to overlay the differences. The Board will determine an appropriate approach to be used for informing all officers of the updated equipment.

V. Voting Equipment

- a. v-Drives; Currently we have 32 drives at Hart ready to program for the June primary we will have enough, however with the Nov '24 drives all sequestered (3 elections)-we will not have adequate supply for November election. We decided best to purchase additional drives in the next FY after July 1, 2025.
- b. The topic of hiring an "Equipment Custodian" to conduct our L&A testing was discussed. The potential possibilities will be investigated further with the topic being extended to the April EB meeting. Ms. Davenport has a contact for L&A testing, and David Heath, a current Election Officer, has been identified as possibilities.
- c. The Hart PM was conducted however the need arose for an additional "C-Mos battery." This has been received and will be installed locally.

VI. Registrar topics

VII. Adjournment

Action Items:

- 1. The Roles & Responsibilities document discussed today will be finalized and entered into our SOP and Handbooks as appendices.
- 2. The Secretary will initiate the Election Officer staffing and training initiatives in April.
- 3. Ms. Davenport will investigate the compensation required for her Custodian contact.

Signatures

Signed and accepted on:

Date: March 14, 2025

Susan Ruberry Chair

Signed by:

Susan Ruberry

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Austin Schmidt Vice Chair

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Austin B Schmidt

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DocuSigned by:

Bob Heller Secretary

R E Heller

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