

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: July 12, 2016	Chair: Ray Dabney	Present
Start: 9:43 AM	Vice Chair: Marge Rankin	Present
Adjourned: Suspended, 1:00 PM	Sect: Joe Schlatter	Present

Chairman Dabney called the meeting to order at 9:43 AM.

Agenda

Approve minutes of June 14 and April 12 meetings

FY 2017 budget received

ADA survey results and action items

- Marking crosswalk at library
- Wicomico Church: Knob on interior lift access door; hand rails

John Huber luncheon

Meet with Precinct Chiefs to discuss various election matters

Purchases:

- Two additional laptops, one each for Reedville and Wicomico Church pollbooks
- One security cart for testing
- Spare Verity Scanner

Meet with sheriff regarding security at polls

High school pages for the November election

Status of website; template provided by ???

Wait-time survey

Personnel matter

Minutes of June 14 and April 12 meetings

Approved and signed April 12 minutes.

Made revisions to June 14 minutes to clarify references to budget and to include Executive Session minutes.

FY 17 Budget

Reviewed approved FY 17 budget as received from County. Copy attached.

SBE will reimburse to localities certain local expenses associated with the November 2015. General Registrar Kathy Davenport requested reimbursement of \$12,248; she advised Board we have received \$7,500 reimbursement from SBE.

ADA Survey results discussion

Board reviewed summaries of ADA surveys completed at each polling place and determined action items as follows.

- Precinct 1, Callao Fire Station:
 - Use cones to establish van-accessible handicapped parking spaces
- Precinct 2, St. Stephen's Church:
 - Use cones to establish van-accessible handicapped parking spaces
 - Place a cone under protruding mailbox

Northumberland County, Virginia
Electoral Board
Meeting Minutes

- Precinct 3A, Northumberland Public Library
 - Use cones to establish van-accessible handicapped parking spaces
 - Use cones to mark walkway
- Precinct 3B, Mount Olive Church
 - No deficiencies noted
- Precinct 4, Wicomico Church
 - Purchase and install lever-type handle on inside of elevator access door
 - Check landing at top of wheelchair ramp to ensure it meets measurement requirements. Place a warning cone on this landing at top of stairs the lead into basement because of potential hazard presented by the stairs.
- Precinct 5, Reedville Fire Station
 - Use cones to establish van-accessible handicapped parking spaces
 - Follow-up discussions with fire station personnel about reducing lip on cement sidewalk leading from parking lot

Board will approach Sheriff's Office and VDOT about use of traffic cones for election day.

Board is not clear as to what we are required to report to SBE. GR has already reported no deficiencies found in our ADA survey. Board needs to determine if we report all deficiencies, or, only those that we cannot correct.

Regarding Precinct 3A: The Board reviewed the history of the 2008 and 2012 Presidential elections, concerns about crowded and heavily-trafficked parking lot, and traffic flow around the Library. As a result of this review, the Board will investigate the advisability of moving Precinct 3A from the Library, following the November 2016 general election.

Luncheon for former Board Chair John Huber

Tentatively scheduled for 12:00 noon, Tuesday, August 9, at Indian Creek Country Club. Ray Dabney will confirm with John Huber.

Marge Rankin will make reservations at Indian Creek CC.

Also invite: Sadie Gee, Jim Michel, GR and GR staff.

Meeting with Precinct Chiefs

Board determined we need to meet with Precinct Chiefs to discuss Officer of Election training, polling place operations, and any matters of concern to the Chiefs.

GR Davenport will contact Chiefs to set up meeting on August 1, 2, or 5, 10:00 AM, at Sheriff's Office.

Purchases

Board advised GR Davenport to proceed with purchasing:

- One Verity Scanner
- One 48" X 18" X 69" security cart from Uline for test purposes
- One 8-bay battery charger for Verity voting equipment
- One lever-type door handle to be installed at Wicomico Church precinct

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Meet with Sheriff Lyons to discuss security

Vice-Chair Rankin will contact Sheriff's Office to set up meeting.

Topics to be discussed include:

- Polling place traffic control for Presidential election, November 2016
- Emergency procedures and security needs for polling places
- Other matters to be determined

Use of high school students as pages at polling places

Board Secretary Schlatter will contact School Superintendent Gates to discuss using high school students as pages at polling places. Schlatter will review how other municipalities employ pages.

Website for GR and Electoral Board

In view of requirement that Board minutes be posted on the Internet in timely fashion after each meeting, County Administrator Tadlock advised GR Davenport that she is to provide minutes to a member of his staff who will insert the minutes on county website. Board discussed various options for GR and EB website presence. Secretary Schlatter will discuss this matter with County Administrator.

Wait-time survey

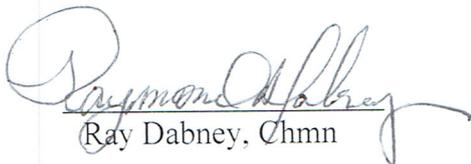
During the recent SBE training, Board members learned of a "wait-time" survey that can be used to analyze the time voters must wait in line; reasons for delays; and, suggested solutions.

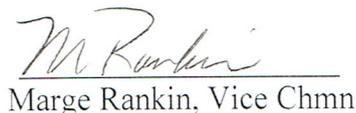
Board decided to investigate further and participate in a wait-time survey during the November 2016 general election.

Personnel matter

The Board will suspend this meeting and re-convene later to consider a personnel matter.

Meeting suspended at 1:00 PM to re-convene in Executive Session at 3:00 PM, Thursday, July 14, 2016.


Ray Dabney, Chmn


Marge Rankin, Vice Chmn


Joe Schlatter, Secretary