

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: August 9, 2016	Chair: Ray Dabney	Present
Start: 9:30 AM	Vice Chair: Marge Rankin	Present
Adjourned: 3:30 PM	Sect: Joe Schlatter	Present

Meeting called to order at 9:30 AM.

Agenda

- Ballot and media order
- Election day tech support sharing
- Request school closing on election day
- High school pages
- Meet with Sheriff Lyons
- Acceptance test of new scanner
- Follow-up from meeting with precinct chiefs
- Other business

Ballot and media order

Board decided to increase ballot order to 10,000 (from 9,500) based on 9,460 registered voters.
Order ballots in packs of 50 per April 12 decision.
General Registrar Kathy Davenport will advise Hart of ballot order details.

Election day tech support sharing

Board discussed proposal from neighboring counties to share cost of on-site Hart tech support on election day.
Board decided not to participate: (1) new machines are under warranty; (2) did not budget for this expense; and, (3) we have spare machines in case of machine failure.

Request school closing on election day

State Board of Election requested support for statewide school closure on election day.
Board decided to not support this request; our precincts do not use schools.
Secretary will reply to SBE email.

High school pages

Board Secretary Schlatter and GR Davenport were not able to meet with Superintendent Gates. They left material describing page program with her secretary.

Meet with Sheriff Lyons

Board met with Northumberland County Sheriff Lyons to discuss election day security. Sheriff Lyons described the number of patrol deputies and response time.

Board emphasized we do not want uniformed deputies or other law enforcement personnel inside polls unless (1) the individual is voting, or, (2) in case of an emergency for which they have been called. Board requested deputies ride through parking lots at precincts as they pass on their normal patrols.

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Board and Sheriff Lyons agreed we need plan for deputies to respond to assist in case of emergency at precinct(s) -- e.g., fire, earthquake, flooding.

Sheriff Lyons suggested Board contact fire departments and Red Cross for availability of generators in case of power failure at precinct(s).

Sheriff Lyons stated he has not seen the Board's security plan. Board advised him the plan is being revised and he will be provided a copy.

Sheriff Lyons stated he would like to have a Memorandum of Understanding with the Electoral Board that deals with his office's support to the Board.

Board assumed the following tasks:

- Brief Chiefs and Officers of Election on how to respond to emergencies or disturbances at the polls.
- Provide sheriff's office telephone numbers to all precincts.
- Provide a list of polling places to the sheriff's office.
- Closely monitor traffic at the library (Precinct 3A); call sheriff for traffic control if it becomes a problem.
- Provide revised security plan to sheriff's office.
- Prepare MOU/MOA for discussion with sheriff's office.

Sheriff Lyons told the Board one of his officers has been trained and is experienced in tactics for de-escalating conflict and offered this individual to train Precinct Chiefs and Officers of Election. Board accepted his offer and will incorporate this into training.

Board suspended the meeting at 11:30 AM for lunch.

Board re-convened at 12:30 PM.

Follow-up from meeting with precinct chiefs

The Board reviewed suggestions from precinct chiefs that were made during the recent meeting with them.

Chiefs' suggestion	Board response
Issue Chief's book at training, not day before election	Will do
Can precinct vote results be sent to GR via text message?	No. Continue to submit via telephone.
Can Board provide a checklist of duties for each precinct position?	Will do
Add clarity to training to focus on items of concern to chiefs.	Will do
Increase number of officers at 3B/Mt. Olive.	Will do
Revise and increase training	Will do
Modify the posted instructions to omit references to "oval," "circle"	Will do
Add write-in instructions to the items posted at each precinct	Will do
Provide privacy sleeves	Done -- manila folders
Provide mouse for each laptop	Done
Send letter of appreciation to each Officer of Election	Will do
Emphasize at training proper way to complete ballot log	Will do
High-visibility sign for Callao VFD precinct	Board has purchased

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Vice-Chair Marge Rankin provided detailed notes from meeting with Chiefs; Board discussed the items in those notes.

Acceptance test of new scanner

Board used dummy election to conduct acceptance test of new scanner; passed all tests.

Other business

Recruit new Officers of Election

Precinct Chief suggested having two shifts at each precinct. Board reminded Chiefs that this would require twice as many OE as we have. Kathy reported two individuals have volunteered through the State website. She will provide applications to them. Ray Dabney has two volunteers; Kathy will contact. Board will look into newspaper article as recruiting tool.

Training for November 8 General Election

Training will be held at sheriff's office training room.

Chiefs training: October 4; 9:00 AM - 2:00 PM

Officer of Election Training:

October 13:

Precincts 3A, 3B: 9:00 AM - 12:00 Noon

Precincts 4, 5: 1:00 PM - 4:00 PM

October 19:

Precincts 1,2: 9:00 AM - 12:00 Noon

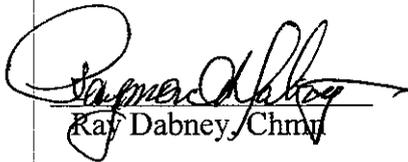
Orientation for new Officers:

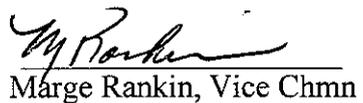
October 4: 3:00 PM - 4:00 PM

Electoral Board meeting:

October 11: 9:30 AM

Meeting adjourned at 3:30 PM.


Ray Dabney, Chmn


Marge Rankin, Vice Chmn


Joe Schlatter, Secretary