

Northumberland County, Virginia
Electoral Board Meeting Minutes

Date: September 13, 2016	Chair: Ray Dabney	Present
Start: 9:40 AM	Vice Chair: Marge Rankin	Present
Adjourned: 3:00 PM	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board meeting was called to order by Chairman Ray Dabney at 9:40 AM.

Agenda

- Review messages from State Board of Elections (SBE)
- Schedule logic and accuracy testing of scanners and writers
- Assign Officers of Election
- Assign training responsibilities

Review messages from State Board of Elections (SBE)

Over the past month, Board and General Registrar have received several email messages from the SBE. The Board reviewed these messages with GR Davenport to determine required actions and status of response.

Message topic	Action required
Develop knowledge checklist for OE	NCEB will use checklist as training outline
Voter outreach posters	Received; Board members will distribute
Response to aggressive voters	Sheriff's office will cover in Chiefs' training
Restoration of rights for former felons	GR Davenport deals with these applications individually using SBE database
Complete L&A testing before Sep 22	Board will comply
GR/EB Handbook updates	Specific parts of the GR/EB Handbook were updated; GR provided Board with list of changes.
Response to equipment malfunction	EB and GR will review response
Final training standards	Board and GR covers these topics in training
Message from Hart re: Best practices	Will review for applicability
Security of machines, voting process, and registration rolls	Paper back-up for votes cast in scanners; paper pollbook as backup to EPB; registrar has paper records of all registered voters.
Should we provide a local newspaper article?	Yes. Board will brief reporters on Sep 26, 11:00 AM
How to handle federal-only ballot.	GR handles per statute
DST ends weekend before election	Board will check date and time on scanners and writer during L&A testing. Will cover this in training
Cyber security	GR uses only certified software
Reporting results of Constitutional Amendment	GR will report as required
Voter Assistance Project	GR handles
Access to SBE forms warehouse	Applicable only to GR
Voter direction signs	Board has ordered signs

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Schedule logic and accuracy testing

Friday, Sep 16, 1:00 - 4:00 PM
Monday, Sep 19, 9:00 AM - 2:00 PM
Tuesday, Sep 20, 9:00 AM - 4:30 PM
Wednesday, Sep 21, 9:00 AM - 4:30 PM, if needed
Certify to SBE on or before Sep 22

Assign Officers of Election

Board and GR assigned Chiefs, Assistant Chiefs, and Officers of Election.
GR will issue letters to all with assignments and training dates.

Meeting was suspended at 12:10 PM. Chairman Ray Dabney departed for medical appointment.

Meeting reconvened at 1:00 PM; Vice-Chair Rankin and Secretary Schlatter present.

Training agenda for Chiefs training

October 4, 9:00 AM to 2:00 PM
Welcome: Kathy Davenport
Review Chief's book: Kathy Davenport
Review ballot measures: Kathy Davenport
Emergencies -- equipment failure; physical emergencies; disruptive voters: Ray Dabney
Reports: Marge Rankin
Ballot officer duties: Marge Rankin
Check sheets and folders: Marge Rankin
Check sheets for opening and closing: Joe Schlatter
Check sheets for provisional ballots: Joe Schlatter
Conflict resolution: Sheriff's Office
Q&A

New officer training

October 4, 3:00 - 4:00 PM
Agenda
Overview of precinct operations
Assignments - made by precinct chief
Time to report to polls
Do not leave until released by Chief
Food; socializing; dress code; telephone use
Stay inside polling place unless directed by Chief
Follow chain of command

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Officer of Election training agenda

All OE:

Welcome: Kathy Davenport
Overview: Kathy Davenport
Emergency procedures: Ray Dabney

Group training on specific duties:

Equipment: Joe Schlatter
Pollbook: Kathy Davenport
Facilities, ADA: Ray Dabney
Ballot: Marge Rankin
Reports: Marge Rankin

Next Board meetings

The Board decided to meet every other week until the election.

Sep 27, 9:30 AM
Oct 11, 9:30 AM
Oct 25, 9:30 AM

Press interview

Sep 27, 11:00 AM

MOU with sheriff's office

Secretary will prepare, Board will review at next meeting

Emergency plan

Review next meeting

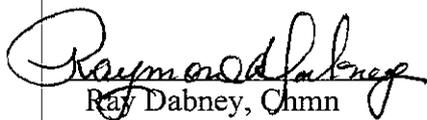
Page program

Secretary will prepare application and training schedule; will send to high school.

ADA guidance

Board will review the ADA reports prepared by Ray Dabney and assign actions.

Meeting adjourned at 4:00 PM.


Ray Dabney, Chmn


Marge Rankin, Vice Chmn


Joe Schlatter, Secretary