

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: April 12, 2017	Chair: Marion Cockrell	Present
Start: 9:50 AM	Vice Chair: Marge Rankin	Present
Adjourned: 3:30 pm	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board convened at 9:50 AM, April 12, 2017.
All members present.

Agenda

- Approve minutes from February and March
- Assign Officers of Election
- Review requirements for General Registrar office space in preparation for meeting with architect
- Review preparations for June 13 primary
- Schedule machine setup for absentee voting
- Review letter to Representative Wittman re: Election Assistance Commission
- Schedule for SBE training, June 20 – 22
- Public information for Precinct 3A move
- Other business

Approve minutes from February and March

Approved minutes from February and March 2017 meetings. One pen-and-ink change to March 2017 minutes.

Assign Officers of Election

Board assigned Officers of Election for June 13 primary. OE assignment worksheet attached.

Review requirements for General Registrar office space in preparation for meeting with architect

EB scheduled to meet with architect at 1:45 PM to discuss GR office space requirements in preparation for possible GR move to old EVB building.

GR current office space: 961 square feet

GR requires:

- First floor location
- ADA-compliant access
- Dedicated file storage room
- Space for absentee voting
- Small conference room
- Access to large conference room for canvass, machine preparation, etc.

Review preparations for June 13 primary

Training:

- May 24:
 - 9-12: Chiefs training
 - 1-4: 3A, 5

Northumberland County, Virginia
Electoral Board
Meeting Minutes

- May 31:
 - 9-12: 3B, 4
 - 1-4: 1, 2
- Need to schedule make-up training; wait until we see how many OE not able to attend scheduled training.

Schedule machine Logic and Accuracy testing for absentee voting

April 20, 2:00 PM. (NOTE: Subsequent to the meeting, this date was changed to 3:00 PM, April 25 due to non-availability of ballots required for L&A testing.

Review letter to Representative Wittman re: Election Assistance Commission

Board will send letter to Rep. Wittman urging him to not support HR634, Election Assistance Commission Termination Act. Need to modify first paragraph to reflect more information about EAC functions.

Public information for Precinct 3A move

GR has sent letters to all registered voters in Precinct 3A informing them 3A polling place has been moved from Northumberland Library to Light of Christ Anglican Church. Board requested the GR contact local newspapers to determine cost of inserting advertisements about polling place move. Board will submit press release to local newspapers in May, before June 13 primary

Schedule for SBE training, June 20 – 22

State Board of Elections training scheduled to start, 1:30 PM, Tuesday, June 20, and end at 12:00 noon, Thursday, June 22.

Board suspended meeting from 11:45 AM to 12:30 PM for lunch.

Board suspended meeting 1:30 PM to 2:30 PM to meet with architect and County Administrator to discuss possible move of GR to old EVB building.

Other business

Polling place contact information

Board will send letters to all active and alternate polling place contact persons asking them to verify contact information.

Notify Sheriff's office of change in 3A location

Secretary will notify Northumberland County Sheriff's Office of new location for 3A.

Preparations for OE training

Marion Cockrell: Facilities set-up; flow of voters through polling places

Marge Rankin: Reports

Joe Schlatter: Equipment set-up and tear-down

GR: Because of problems in November 2016 with OE using wrong passwords to open EPB, ensure that EPB training includes actual turn-on/turn-off EPB.

EPB software

Northumberland County, Virginia
Electoral Board
Meeting Minutes

will end funding for EPB maintenance on 1 July 2017. EB has funds in FY 2018 budget to pay for Advocate EPB maintenance contract for one year.

Board approved purchase of handheld scanners to test at one or two polling places.

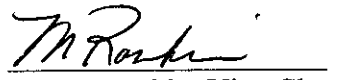
Security plan

Marge Rankin started review of EB security plan.

Next meeting: May 3, 9:30 AM.

There being no further business, meeting adjourned at 3:30 PM.


Marion Cockrell, Chmn


Marge Rankin, Vice Chmn


Joe Schlatter, Secretary