

Northumberland County, Virginia  
Electoral Board  
Meeting Minutes

Date: June 14 & 16, 2017	Chair: Marion Cockrell	Present
Start: 11:30 AM, June 14, 2017	Vice Chair: Marge Rankin	Present
Adjourned: 12:30 PM, June 16, 2017	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board met on June 14, 2017, to canvass results of the June 13, 2017, dual-primary election.

**Present:**

Marion Cockrell, Chairman  
Marge Rankin, Vice-Chairman  
Joe Schlatter, Secretary  
Kathy Davenport, General Registrar

No representatives of political parties or candidates were present.

Envelopes 1A, 1B, 2, 2A and 3 for all precincts were obtained from the Circuit Court Clerk's office.

At 11:35 AM Secretary Joe Schlatter made the following motion:

*I move that the Electoral Board of Northumberland County, Virginia, convene in closed session pursuant to section § 24.2-653(B) of the Code of Virginia for the purpose of considering whether each person who submitted a provisional vote at the election was qualified to do so, and I also move that the general registrar, as specified in section 24.2-653(B), be allowed to remain in the room during the closed meeting, and that any persons who cast provisional votes and who are present be allowed to enter the room while their qualifications are considered and to present any relevant information on their behalf to the board.*

AYE: Cockrell, Rankin, Schlatter

NAY: None

The Board then went into closed session pursuant to the approved motion.

At 11:40 AM, the Board returned to open session. Secretary Joe Schlatter made the following motion:

*I move that the Electoral Board of Northumberland County, Virginia, certify that in the closed session just concluded the only matters discussed were the qualifications of provisional voters, as directed by § 24.2-653 of the Code of Virginia, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act.*

AYE: Cockrell, Rankin, Schlatter

NAY: None

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Each envelope 2 was opened in turn and the Board examined Statements of Results and other documents for accuracy. Results are recorded below by precinct.

**Central Absentee Precinct**

Board reviewed CAP records and tally sheets. All correct.  
Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

**Precinct 1, Callao Volunteer Fire Department**

Reviewed SOR and supporting documents. All correct.  
Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

**Precinct 2, St. Stephens Church**

Reviewed SOR and supporting documents.  
At approximately 8:00 AM, Election Day, scanner at Precinct 2 experienced battery failure and shutdown. Precinct personnel used emergency ballot slot; battery was replaced and scanner placed back in service. Ballots cast in the emergency slot were fed through the scanner after polls closed. This incident was not reported on an Incident Report, although it was recorded on SOR as a discrepancy.  
SOR was correct, however, supporting paperwork was disorganized.  
Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

**Precinct 3A, Northumberland Public Library**

On election night, discrepancy was discovered on the Ballot Count Report. Upon examination, Board discovered possibility two numbers were transposed for the last ballot package that was opened: Number of ballots used, and, number of ballots remaining when polls were closed appear to have been transposed.  
Precinct personnel were contacted and asked to meet with Board at 3:00 PM to discuss this discrepancy.

**Precinct 3B; Mt. Olive Baptist Church**

Reviewed SOR and supporting documents. One minor discrepancy was explained by Chief on the Discrepancy section of SOR; did not affect tally.  
Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

**Precinct 4; Wicomico Parish Church**

Reviewed SOR and supporting documents. All correct.  
Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

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**Precinct 5; Reedville Fire Station**

Reviewed SOR and supporting documents. Closing tape from Touch Writer was missing from SOR, however, precinct personnel had entered data from Touch Writer on SOR.

Reviewed machine tapes; completed tally; provided results to Registrar for preparation of abstract.

**Board suspended meeting at 1:20 PM for lunch.**

**Board reconvened meeting at 2:30 PM.**

**Present:**

Marion Cockrell, Chairman  
Marge Rankin, Vice-Chairman  
Joe Schlatter, Secretary  
Kathy Davenport, General Registrar  
Jasmine Cross, Precinct Chief, Precinct 3A  
Thelma McMillan, Assistant Chief, Precinct 3A  
Larry Norris, OE, Precinct 3A

**Review Precinct 3A Statement of Results**

All personnel present reviewed the SOR and supporting documents for Precinct 3A.

As turned in on June 13, the SOR and supporting documents from Precinct 3A showed 12 ballots unaccounted for. Precinct Chief stated this was not possible as she carefully accounted for all ballots.

Upon examination of Ballot Count Report, the Board determined that two numbers appeared to have been transposed, likely because of clerical error. At time polls closed Democratic ballots from the last packet of 50 were listed as *31 used* and *19 unused*. If these numbers are reversed, all ballot count numbers reported by 3A are correct.

After discussing this matter with 3A personnel, the Board concluded the two numbers listed on the Ballot Count Report as *31 used* and *19 unused* should be listed as *19 used* and *31 unused*. If the numbers are reversed and recorded as *19 used* and *31 unused* all numbers reported by the Precinct are correct and balance.

All Precinct 3A personnel present agreed to the change in the Ballot Count Report and signed the SOR. Two personnel -- Debbie Gillespie and Eve Jordan -- will come to Registrar's office later to sign SOR.

There being no further business, the meeting was suspended until 10:00 AM, Friday, June 16.

**Board reconvened at 10:00 AM, June 16, 2017.**

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**Present:**

Marion Cockrell, Chairman  
Marge Rankin, Vice-Chairman  
Joe Schlatter, Secretary  
Kathy Davenport, General Registrar

No representatives of political parties or candidates were present.

**Precinct 3A Statement of Results and supporting documents**

Board reviewed 3A SOR and supporting documents. All 3A personnel concurred in corrections to Ballot Count Report and signed revised SOR.

**Board conducted other business**

Recruit Officers of Election

Board and Registrar will prepare newspaper articles to recruit Officers of Election.

Board will hold information meetings to introduce prospects to OE duties.

Board will investigate OE job description.

Approve Advocate EPB contract

Virginia Department of Elections advised all Registrars that, as of July 1, 2017, the State will no longer pay to support Advocate EPB software. The Board put into the draft budget for FY 2018 sufficient funds to cover the cost of Advocate support for the period July 1, 2017 through June 30, 2018.

Board approved by unanimous vote contract with Advocate for EPB software support for FY 2018.

Equipment issues

One Verity scanner will not recognize its tablet. Hart technical support was contacted and Board was unable to resolve the problem. Board authorized Registrar to ship the scanner back to Hart for repair.

Registrar had purchased two new batteries for Verity equipment, however, neither of the two batteries would hold a charge. Registrar will return batteries to Hart for replacement.

Electronic Pollbook problems during June 13 primary election

Precincts 3A and 4 reported repeated instances of screen freeze and lock-up on one of their EPB laptop computers. Issue was resolved by rebooting the locked laptop. Problem recurred several times during election day. Registrar will contact Advocate and investigate this issue.

Precinct 2 did not close their EPB properly. Registrar will investigate to determine if a closed EPB file is recoverable. UPDATE: Registrar was able to recover EPB file from the laptop thumb drives; issue resolved as operator error.

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Polling place operation issues

Board received one complaint of party poll workers approaching voters. Board will contact party chairmen and remind them of the 40-foot limit and request their poll workers not aggressively approach voters outside the 40-foot limit.

Board will order cones and signs for precincts:

Order 20 "No electioneering beyond this point" cones and signs.

Order six "Van Accessible Parking" signs for use on VDOT cones that mark parking spaces.

**Provisional ballot decisions; 12:00 noon**

The Board previously met in closed session on June 14 to review two provisional ballots cast during the June 13 primary. Both were "No ID" provisionals.

The Board went into closed session at 12:00 noon, continuing the closed session that was suspended at 11:45 AM, June 14. Proceedings of the closed session are recorded on separate minutes that are exempt from public disclosure.

The Board returned to open session at 12:05 PM to count the accepted provisional ballot.

The Board made the following decisions on these two provisional ballots:

Provisional ballot 2-1: ACCEPT. Voter's ID was presented to the Registrar.

Provisional ballot 3A-1: REJECT. Unable to contact voter despite several attempts. Unable to verify voter ID.

The Board removed ballot 2-1 from the provisional ballot box, counted the ballot, then prepared the Provisional Pollbook, Provisional Log, and Provisional Statement of Results.

Provisional ballot 3A-1 was marked REJECTED and returned to envelope 1A, which was returned to the Clerk's office.

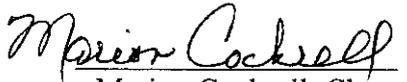
**City/County Results Report**

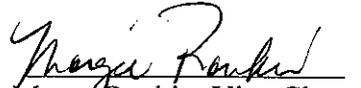
The Board transcribed vote counts from scanner tally tapes onto the City/County Results Report in preparation for preparing the Abstracts.

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**Next Board meeting: July 12, 9:30 AM.**

There being no further business, the Board adjourned at 1:00 PM.

  
Marion Cockrell, Chmn

  
Marge Rankin, Vice Chmn

  
Joe Schlatter, Secretary