

Northumberland County, Virginia  
Electoral Board  
July 31, 2017 Meeting Minutes -- DRAFT

Date: July 31, 2017	Chair: Marion Cockrell	Present
Start: 10:00 AM	Vice Chair: Marge Rankin	Present
Adjourned: 12:00 Noon	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board met on July 31, 2017, in the office of the General Registrar. No members of the public were present. Called to order by Chairman Marion Cockrell at 10:00 AM.

**Agenda**

- Approve July 12 minutes
- Complete General Registrar annual evaluation
- Review status of fine levied on candidate Carl Perez
- November 2017 general election preparations
  - Decide on number of ballots for November 2106 general election
  - Account for vDrives for return to Hart
  - Schedule for Officer of Election training
  - Schedule for other general election preparations
- Emergency planning for GR office
- Sign for GR office entrance
- Check VerityScan returned after repair

**Approve July 12 minutes**

Board approved July 12 minutes. One question about including in the minutes name of candidate who had been fined; Board decided to include candidate's name because: (1) meetings are open to the public, (2) minutes must accurately reflect what was discussed in open meeting, and, (3) the discussion in question was not in closed session.

**Complete General Registrar annual evaluation**

Board prepared draft of GR annual evaluation at July 12 meeting. Final version approved, signed by Board, discussed with GR.

**Review status of fine levied on candidate Carl Perez**

Carl Perez, candidate for District 3 school board seat in November 2017 general election missed deadline for filing his initial campaign finance report. Board sent letter to Mr. Perez on July 13 advising him of \$100 fine. Letter informed him the matter would be turned over to the Commonwealth's Attorney if fine was not paid within 60 days of the offense. Board Secretary will contact Mr. Perez to remind him of deadline for paying fine.

**November 2017 general election preparations**

*Decide on number of ballots for November 2017 general election*

Because of contested school board election in District 3, Board requested GR determine cost of printing ballots:

- 75% of ballots for each precinct, or,
- 100% of ballots for precincts 1, 2, 4, and 5; 110% for precinct 3.

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*Account for vDrives for return to Hart*

All 39 vDrives used in June primary, either at precincts or in spare machines, were located. GR will return to Hart for programming for November 2017 general election.

Board decided to purchase four additional vDrives, however, in the course of accounting for vDrives from June primary, three spare vDrives purchased earlier were located; no need to purchase four additional.

*Schedule for Officer of Election training*

October 18:

9:00 AM – 12:00 Noon: Precinct Chiefs' training

1:00 PM – 4:00 PM: Precincts 3A, 5

October 24:

9:00 AM – 12:00 Noon: Precincts 3B, 4

1:00 PM – 4:00 PM: Precincts 1, 2

*Schedule for other general election preparations*

September 13: Board meeting; L&A testing of machines for CAP

September 22: Absentee voting starts

October 11: Complete L&A testing of all machines for all precincts

**Emergency planning for GR office**

The Board discussed information to be considered in an emergency operations plan for the GR office. Two scenarios: (1) disaster closes office on or close to election day; or, (2) disaster closes office at time not near election.

Board determined we need answers to several questions:

1. How and where are records backed-up, including electronic and paper records.
2. Identify: key personnel; key records; key operations; key facilities.
3. Time required to replace voting equipment – scanners, writers, printers.
4. Time required to replace ballots and vDrives.
5. Secretary will research templates for continuity of operations for businesses.
6. GR will contact Hart regarding items 3 and 4, above.

**Sign for GR office entrance**

Representative of State Board of Election was at GR office on July 17 for agency registration training at which time he noted absence of handicapped entrance signs at GR office. SBE rep stated he was preparing report of status of similar signs at several GR offices.

Board decided to wait for this report after which Board will approach County Administrator about installing required signs.

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**Check VerityScan returned after repair**

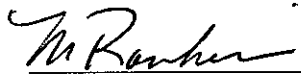
One VerityScan machine had failed during logic and accuracy testing prior to June primary – scanner was not recognizing display tablet. The machine was returned to Hart for repair and was returned to GR.

Board set up machine, installed battery, machine is functioning properly.

**Next Board meeting: August 29, 9:30 AM.**

There being no further business, the Board adjourned at 12:00 noon.

  
Marion Cockrell, Chmn

  
Marge Rankin, Vice Chmn

  
Joe Schlatter, Secretary