

Northumberland County, Virginia  
Electoral Board  
Meeting Minutes

Date: April 10, 2018		Chair: Marion Cockrell	Present
Start: 9:40 AM		Vice Chair: Ed Johnson	Present
Adjourned: 11:55 AM		Sect: Joe Schlatter	Present

Meeting called to order at 9:40 by Chair Marion Cockrell.

Agenda:

- Review March meeting minutes
- Finalize ballot order
- Review security plan
- Review Officer of Election assignments
- Plan for annual training
- Review forms
- Review training agenda and responsibilities
- Decision about folders
- Status of budget
- Review emergency information for each precinct

Review March meeting minutes  
Approved and signed March 13 meeting minutes

Finalize ballot order  
Order ballots for 30% of registered voters: 2,800 Republican and 2,800 Democratic ballots

Review security plan  
Board approved security plan  
Board discussed situation that county does not have a Continuity of Operations Plan for offices in old courthouse. Will discuss this issue later.

Review Officer of Election assignments  
3A: Chief Jasmine Cross not able to arrive at precinct until approximately 5:30 AM. Registrar will contact Ben Green to serve as Chief.  
1: Dee and Roger Meredith not available; she is Assistant Chief. Jim Michel agreed to serve as Assistant Chief. Don Shearouse returned to Precinct 1 from 3A to replace Roger.  
3A: Ben and Ruth Green moved from Precinct 5 reserve to Precinct 3A.

Plan for annual training  
Board members and Registrar agreed we will not stay overnight for annual training; will drive down and back daily.

Review forms  
Board reviewed and approved forms: Statement of Results; Ballot Record Count; Periodic Voter Count; Electronic Pollbook Summary; Ballot Count

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Review training agenda and responsibilities

Secretary provided each member with a thumb drive containing training PowerPoint presentations from training prior to November 8 general election.

Board approved training agenda:

- Welcome and Information Review – General Registrar Kathy Davenport
- Do's and Don'ts – Ed Johnson
- Forms and Reports – Marion Cockrell
- Facilities – Ed Johnson
- Equipment – Joe Schlatter
- Breakout sessions – All

Decision about folders

Board reviewed feedback about the folders for specific precinct responsibilities. All Chiefs and Officers of Election indicated they like the folders. Board will retain the folders.

Chiefs have requested they receive What If's and Election Day Guide in advance; Board will provide these at training.

Board reviewed folder content; will revise Reports Officer folder to reflect revised forms. Secretary will check equipment folder.

Board will check folder contents on April 20 during L&A testing for CAP.

Status of budget

Draft budget for FY 2018-19 was submitted to County Administrator on February 20.

No response from Administrator.

Review emergency information for each precinct

Reviewed emergency relocation information for each precinct. Only change is point of contact for Northumberland Rescue Squad building in Reedville. Secretary will check with Rescue Squad for new POC.

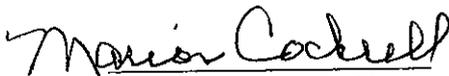
Vice-chairman Ed Johnson will be out of town April 12 to May 1.

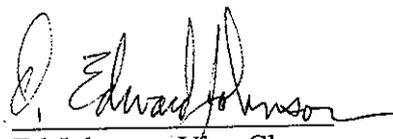
Next meetings:

**April 20, 9:00 AM;** Logic & Accuracy testing, scanner and writer for CAP, one each spare writer and scanner.

**May 8, 9:30 AM;** monthly meeting; dry run training.

There being no further business, the meeting adjourned at 11:45 AM.

  
Marion Cockrell, Chmn

  
Ed Johnson, Vice Chmn

  
Joe Schlatter, Secretary