

Northumberland County, Virginia  
Electoral Board  
February 20, 2018 Meeting Minutes

Date: February 20, 2018	Chair: Marion Cockrell	Present
Start: 9:30 AM	Vice Chair: Marge Rankin	Present
Adjourned: 11:30 AM	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board met on February 20, 2018. Meeting called to order by Chairman Marion Cockrell at 9:30 AM.

No members of the public were present. General Registrar Kathy Davenport available on call.

New member nominee Ed Johnson present as observer by telephone.

#### Agenda

- Approve January minutes
- Finalize draft budget
- Close account for candidate Syd Garris
- Officer of Election survey from Skidmore College
- Security
- Office odor
- Quarterly meetings with neighboring county boards
- Consider part-time Officers of Election
- Review EPB downgrade from Patch 42 to Patch 15
- Begin review of OE training
- Status of scanning Registrar's files

#### Approve January minutes

January minutes approved, signed.

#### Finalize draft budget

Reviewed draft budget for FY 2018-19. Verified figures for line items 1301 and 6003. Approved budget. Secretary will submit to County Administrator after meeting. General Registrar is increasing her budget line item for salaries for her two assistants due to increased workload. Board agreed to support her request.

#### Close account for candidate Syd Garris

Syd Garris, candidate for District Four Supervisor in 2015, passed away recently. His campaign finance account is still open, balance \$12.00. Secretary will attempt to contact his campaign treasurer to close account. The account is filed with the State.

#### Officer of Election survey from Skidmore College

General Registrar and Board received a request from a professor at Skidmore College, Saratoga Springs, New York. Professor is conducting a survey of officers of election nationwide, asking questions about their experiences as an Officer of Election, some "on-the-job" questions, demographics, and political preferences.

Board has several questions about this survey including For whom is the survey being conducted? Will we have access to the results? How can our OE participate?

Secretary will contact the professor to determine details of the survey.

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Security

In view of hacking attacks on many state election systems during and before the 2016 Presidential election, Board is concerned about security of VERIS, EPB software and our voting equipment.

After discussions with GR and review of our security procedures, Board concluded that our software, processes, and equipment are as secure as possible.

Board and GR will remain attentive to system security.

VERIS security is State responsibility.

Office odor

Actions by Director of Building and Zoning to inspect courthouse waste disposal system revealed several problems with system. Deodorant was placed into system and, for now, odors in the GR office have dissipated.

County Administrator and Supervisors are working on a permanent solution.

Quarterly meetings with neighboring county boards

Board discussed the possibility of meeting with Electoral Boards from our neighboring counties.

Tabled this item for future action.

Consider part-time Officers of Election

Board had heard reports of neighboring county using part-time OE to relieve OE of need to be at precinct all day on Election Day.

Result: Lancaster County Board informed their OE that, if an Officer could find a substitute, and the substitute completed training, then, those two OE could split the Election Day.

Board decided not to pursue this process because of continuing difficulties in recruiting Officers of Election.

Review EPB downgrade from Patch 42 to Patch 15

After discussions with neighboring GR and EPB vendor, GR Davenport replaced Advocate EPB Patch 42 with Patch 15.

GR reported no problems with Patch 15; handheld scanners work with Patch 15; EPB software is stable.

Begin review of OE training

Board determined that our OE training has grown over the years without a critical look at how the training is conducted, content of training, and other issues.

Board will review training for improvements.

Status of scanning Registrar's files

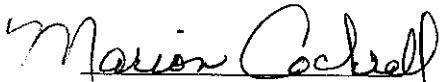
In late 2017, GR's two assistants started scanning over 10,000 voter registration documents -- many of them with attached supporting documents -- to reduce file space and convert historic records to electronic files.


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GR reported the project is on track, moving with deliberate speed, will take a few more months because of volume of material and other demands on GR assistants' time.

Next meeting will be March 13, 2018, 9:30 AM.

There being no further business, the meeting adjourned at 11:30 AM.

  
Marion Cockrell, Chmn

  
Marge Rankin, Vice Chmn

  
Joe Schlatter, Secretary