

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: February 11, 2020	Chair: Marion Cockrell	Present
Start: 9:30 AM	Vice Chair: Ed Johnson	Excused
Adjourned: 2:30 PM	Sect: Joe Schlatter	Present

Meeting called to order by Chairman Marion Cockrell at 9:30 AM.

No members of public or party representatives present. General Registrar Kathy Davenport available on-call.

Agenda

Approve January minutes
Logic and Accuracy testing
Other business

Approve January minutes

Minutes of January 14 meeting approved as written and signed.

Logic and Accuracy testing

Board conducted L&A testing of Verity Scanners and Verity TouchWriters for Precincts 1, 2, 3, 4, 5 and one set of spares.

Test ballots were Hart test deck plus two ballots printed from TouchWriter.

No deficiencies noted. Seals placed on vDrive compartments and handles. All documentation completed.

Other business

Electoral systems security

State has established deadline of March 1 for localities to complete security checklists and prepare computer security plan in accordance with HR2178.

Board met with County IT manager Robert Headley.

- He has completed most preliminary requirements and will meet March 1 deadline.
- He has teleconference today at 3:00 PM to discuss progress.
- He will meet Friday with IT managers from neighboring counties to assess progress.

Electoral Board must update our security plan to include computer security measures. Secretary will research sample security plans and HR 2178 requirements; will prepare draft plan.

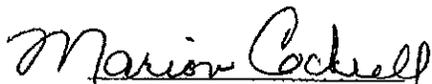
Robert will meet with Board at our Feb 18 meeting to discuss progress and work needed before March 1 deadline.

Feb 18 agenda

FY2021 budget draft; final assignment Officers of Election; security planning; other business.

Next meeting will be February 18, approx 10:00 AM. Chairman Cockrell will be out of town but will arrive approx 10:00 AM. Vice-Chairman Johnson will attend by telephone.

Meeting adjourned at 2:30 PM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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Date: February 18, 2020	Chair: Marion Cockrell	Present
Start: 9:30 AM	Vice Chair: Ed Johnson	Excused
Adjourned: 12:30 PM	Sect: Joe Schlatter	Present

Chairman Marion Cockrell called meeting to order at 9:30 AM.

No members of public or party representatives were present; General Registrar Kathy Davenport attended meeting.

Agenda:

- Approve Feb 11 minutes
- Review FY20-21 budget
- Review Officer of Election assignment for March 3 primary
- Discuss security planning with County IT director Robert Headley
- Review training for Chiefs and Assistant Chiefs
- Board reorganization
- Other business
- Next meeting

Approve Feb 11 minutes

Feb 11 minutes approved and signed as presented

Review FY20-21 budget

Board reviewed draft FY20-21 budget; will make following changes:

- Move furniture costs from 1301-5401 Office Supplies to 1301-7002 Capital Outlay
- Add to 1301-8002 Rent/Polling Places one year's worth rent for old veterinarian's office to provide for possibility Registrar's office is not able to move to old EVB building

Board will review budget after Feb 27 training and submit to County Administrator

Review Officer of Election assignment for March 3 primary

Alex Moskvina, assigned to Precinct 4, will not be available on March 3. Board decided to not replace him; five Officers of Election assigned to Precinct 4 are sufficient.

Discuss security planning with County IT Director Robert Headley

Board met with County IT Director Robert Headley to review status of network security requirements in HB2178

At 10:35 AM Board 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 reviewing technology security requirements contained in HB2178, and I also move that the General Registrar Kathy Davenport and Northumberland County Information Technology Director Robert Headley attend the closed to provide technical advice to the Board

AYE: Cockrell, Schlatter

NAY: None

The Board went into closed session to discuss HR2178 requirements and associated documents with GR Davenport and IT Director Headley. No minutes of that meeting were maintained per Code of Virginia § 2.2.3705.1.

At 10:50 AM the Board returned from closed session to open session. Board 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 technology security requirements

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contained in HR2178 and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act.

AYE: Cockrell, Schlatter

NAY: None

Based on matters discussed in the closed session, the Electoral Board will provide the State Department of Elections, HB2178 Workgroup, with the following memorandum:

In compliance with Department of Elections memorandum dated January 27, 2020, titled COV House Bill 2178 (HB2178): March 1, 2020 Expectations for Year 1 Rollout, the Northumberland County Electoral Board (EB) submits the following status report and request for extension.

Status Report

On February 18, 2020, the EB met in closed session with the Northumberland County General Registrar (GR) and Information Technology Director (IT) to review progress on completing the following requirements:

- *Detailed Guidance for March 1, 2020, and, Roles and Responsibilities*
- *Minimum Security Standards Checklist*
- *2020 Locality Risk Profile Executive Summary and Template*
- *2020 Locality Voter Registration Supporting Technologies Security Plan Template*

In the open meeting following the closed meeting, the EB took the following action:

- *Directed IT to separate the GR network from the County network by applying a fixed IP address and a separate, dedicated server to the GR network.*
- *Approved the EB and GR Physical Security Plan (copy attached).*
- *Ensured that all EB members will complete the required online security training by March 3, 2020.*
- *Reviewed status of work on all other requirements.*

Request for Extension

The Northumberland County EB requests an extension of the deadline for all remaining requirements to April 30, 2020.

The Registrar will send the status report and request for extension to appropriate Dept of Election department.

Review training for Chiefs and Assistant Chiefs

Training for Chiefs and Assistant Chiefs for the March 3 primary will be held Feb 27, 9:30 AM, Sheriff's office training room.

Board decided to conduct training as follows:

- Will not use audio-visual equipment for this small audience.
- Registrar will cover What If, opening and closing polls, and other matters she deems required.
- PollPads: Secretary will demonstrate use of PollPads.
- Chairman will train on use of FEDERAL ENVELOPE 7 for use with vDrives only.
- Discuss issues that may arise from the March 3 primary being Democratic Party only.
- Questions from Chiefs and Assistant Chiefs.

Board reorganization

Board will conduct reorganization after training on Feb 17.

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Other business

Disability Law Center of Virginia

Registrar received letter from Disability Law Center of Virginia stating that DLCV representatives will visit county precincts on March 3 to assess compliance with Americans With Disabilities Act.

Secretary will contact DLCV to determine specifics of these visits.

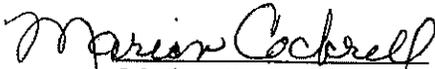
Old Heathsville veterinarian's office

Board, Registrar and IT Director contacted owner of old Heathsville veterinarian's office about possibility of leasing the old office for use as Registrar's office, either permanently or as a satellite voting center. Visited the building for 20 minutes, discussed plans for the building, rent, and other matters with the owner. Board will consider leasing this building in view of continued delays with occupying old EVB building.

Next meeting

Next meeting will be February 27, at the Sheriff's office training room following the training session for Chiefs and Assistant Chiefs.

Meeting adjourned at 12:30 PM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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Date: February 27, 2020	Chair: Marion Cockrell	Present
Start: 10:40 AM	Vice Chair: Ed Johnson	Present
Adjourned: 11:00 AM	Sect: Joe Schlatter	Present

Meeting called to order at 10:40 AM by Chairman Marion Cockrell. No members of public or political party representatives present. General Registrar Kathy Davenport present.

Agenda

- Approve draft budget for submission
- Approve minutes for Feb 11 and Feb 18 meetings
- Discuss location of Registrars' office
- Review preparations for March 3 Presidential primary

Approve draft budget for submission

Board reviewed draft budget for FY20-21; approved for submission.

Approve minutes for Feb 11 and Feb 18 meetings

Approved and signed Feb 11 and Feb 18 minutes.

Discuss location of Registrars' office

After adjourning, Board will visit 45 Back Street to inspect the facility as possible location of Registrar's office.

Review preparations for March 3 Presidential primary

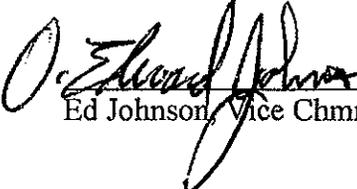
Reviewed Officer of Election assignments. No changes.

Registrar will prepare PollPads on Saturday, Feb 29.

Polls will be set up beginning at 7:30 AM, Monday, March 2. District 3 polling place may be in church fellowship hall instead of in church proper.

Meeting adjourned at 11:00 AM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary