

Northumberland County, Virginia
Electoral Board
Meeting Minutes

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|---------------------|--|------------------------|---------|
| Date: March 4, 2020 | | Chair: Marion Cockrell | Present |
| Start: 9:30 AM | | Vice Chair: Ed Johnson | Present |
| Adjourned: 2:45 pm | | Sect: Joe Schlatter | Present |

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

No members of the public present; no representatives of political parties or candidates present; General Registrar Kathy Davenport available on-call.

Agenda

Canvass results of March 3, 2020 Democratic primary election
Other business as required

Canvass results of March 3, 2020 Democratic primary election

Board retrieved envelopes 1A, 1B, 2 and 2A.

Provisional ballots

One envelope 1A from Precinct 3 was sealed and marked as containing one provisional ballot. Upon opening the envelope, Board found the envelope was empty, due to clerical error on part of Precinct 3 Officers of Election. There being no provisional ballots to consider, the Board did not go into closed session.

Board opened Envelope 2 of each precinct to review Statement of Results and supporting documents.

Precinct 1: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No deficiencies.

Precinct 2: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No deficiencies.

Precinct 3: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No tally tapes were attached to Statement of Results. Found all tally tapes in Envelope 2A. Board attached one tally tape to yellow official report, placed in Envelope 2A and sealed envelope. Board attached tally tapes to SORs, place in Envelope 2 and sealed. No other deficiencies found.

Precinct 4: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No deficiencies.

Precinct 5: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No deficiencies.

Central Absentee Precinct: Reviewed Statement of Results, PollPad check-in summary and Ballot Count Report. No deficiencies.

Total of 93 absentee ballots cast by mail and in-person.

Two mail-in ballots were rejected; rejection sheet provided to General Registrar.

Board completed City/County Summary Vote total report and Turnout report. Board found that six more ballots were issued than total votes cast. Upon examination, Board determined that six blank ballots were processed, shown on tally tapes as UNDERVOTE (one in each of two precincts, four in one precinct). Thus, the discrepancy between number of ballots cast and number of votes counted occurred because voters could select only one candidate on the ballot, causing the number of ballots cast to be six greater than the number of votes counted.

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Board provided results to General Registrar who entered results into VERIS; received error report with zero errors.

Board completed Abstract per instructions in GREB Handbook.

All vDrives from precincts were in FEDERAL Envelope 7 for retention by the Clerk for 22 months.

Other business

Lease for 45 Back Street.

Board provided letter to all members of Board of Supervisors and County Administrator requesting the County enter into a lease for the building at 45 Back Street for use as Registrar's office.

County Administrator advised the Electoral Board this matter will be on the agenda for the March 12 Supervisors' meeting.

June 9, 2020 primary preparations

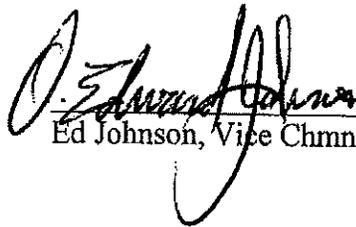
Board removed vDrives from unused spare machines and returned 49 official and 8 test vDrives to Hart/Verity for programming for the June 9 primary.

Seal number 1672851 placed on box containing vDrives; box was mailed to Hart by Priority Mail.

Next meeting: 9:30 AM, Tuesday, March 10.

There being no further business, Board adjourned at 2:45 PM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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| | | |
|----------------------|------------------------|---------|
| Date: March 10, 2020 | Chair: Marion Cockrell | Present |
| Start: 9:30 AM | Vice Chair: Ed Johnson | Excused |
| Adjourned: 11:30 AM | Sect: Joe Schlatter | Present |

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

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

Agenda

- Approve minutes from March 4 canvass
- Cyber security
- Cyber security plan
- Review physical security plan
- Discuss plans for 45 Back Street
- Other business as needed

Approve minutes from March 4 canvass
Approved and signed March 4 canvass minutes

Cyber security
Board submitted letter to ELECT Cybersecurity team requesting extension until April 30 to complete cybersecurity plan.
Received email from ELECT approving our request.

Cyber security plan
Board reviewed cybersecurity documents from ELECT. Secretary Joe Schlatter will review and prepare draft cybersecurity plan for review at April 14 meeting.

Review physical security plan
Secretary provided copies of physical security plan to Chairman and General Registrar for review.

Discuss plans for 45 Back Street
Chairman and Secretary will be at Supervisors meeting March 12 to request lease for 45 Back Street.
Board reviewed furniture selections by General Registrar and other plans for 45 Back Street.

Other business as needed

June primary

Training for Chiefs and Asst Chiefs: May 19, 9:30 AM – 11:00 AM. Secretary will reserve sheriff's office training room. Make up: June 2, 9:30 – 11:00 AM, Registrar's office.

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Ballot order for June primary:

Order at 50% level:

4,750 Republican Party ballots

4,750 Democratic Party ballots

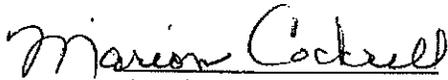
Make Officer of Election assignments for June primary at April 14 meeting.

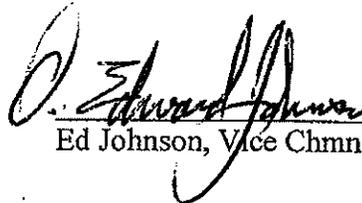
Letter from concerned citizen regarding incidents at polls

Board will not respond to letter as the incidents described in the letter occurred well outside the 40-foot limit; some incidents were letters to editors in local newspapers.

Next meeting: April 14, 9:30 AM.

Meeting adjourned at 11:30 AM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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| | | |
|----------------------|------------------------|------------------|
| Date: March 17, 2020 | Chair: Marion Cockrell | Present |
| Start: 9:30 AM | Vice Chair: Ed Johnson | Present by phone |
| Adjourned: 10:15 AM | Sect: Joe Schlatter | Present |

The meeting was called to order by Chairman Marion Cockrell at 9:30 AM. No members of public or party representatives present. General Registrar Kathy Davenport present.

Agenda

Electoral Board reorganization
Review 45 Back Street

Electoral Board reorganization

Vice-Chairman Ed Johnson moved the Board elect the following slate of officers:

Chairman: Marion Cockrell
Vice-Chairman: Ed Johnson
Secretary: Joe Schlatter

Motion was seconded and approved unanimously.

Secretary completed Form SBE-106, Electoral Board Information Form; Registrar will forward to Dept of Elections.

45 Back Street

Board of Supervisors did not vote on proposed lease for 45 Back Street to be used a General Registrar's office at their March 12 meeting.

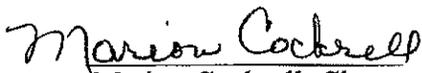
Chief, County Office of Building and Zoning provided a list of concerns with 45 Back Street. Main concern was lack of handicapped restroom facilities at 45 Back Street.

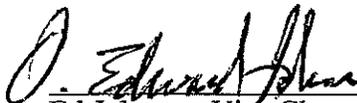
General Registrar has spoken with owner of the property who stated she will convert the existing restroom into handicapped accessible.

Secretary will prepare a letter to County Administrator addressing concerns.

Next meeting: April 14, 9:30 AM.

There being no further business, the Board adjourned at 10:15 AM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary