

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: July 7, 2020	Chair: Marion Cockrell	Present
Start: 9:40 AM	Vice Chair: Ed Johnson	Present
Adjourned: 11:35 AM	Sect: Joe Schlatter	Present

Chairman Marion Cockrell called meeting to order at 9:40 AM. All members present; General Registrar Kathy Davenport on call. No political party representatives or members of public present.

Agenda

- Sign minutes from previous meetings
- Review problem with Hart printing Democratic primary ballots
- COVID-19 issues
- November 3 General Election Preparations
- PollPads
- November 3, 2020, ballots
- Other business
- New EB member

Sign minutes from previous meetings
Signed minutes from June 24-25 canvass

Review problem with Hart printing Democratic primary ballots
For the June 23 Primary Election, Hart provided no Democratic ballots. Packs of ballots labeled as "DEM" contained only Republican ballots.
Hart-Verity discussed the matter with General Registrar Kathy Davenport:

- Hart will not charge us for any June 23 ballots.
- Hart will replace ballot stock we used to print DEM ballots.
- Hart will modify their production process to place a cover sheet in each ballot packet that covers only half the ballots so ballots can be inspected before use.

Board decided to use Hart as printer for the November 3 General Election; review question of changing printers after November election.

Neighboring counties have asked for on-site Hart technical support for November General Election.
Board approved proposal to combine with Richmond County for on-site technical support on November 3; cost \$2,000.

COVID-19 issues
Registrar has received \$46,000 in CARES funds to be used only on November 3 election costs.

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November 3 General Election Preparations

Tents:

- Board will meet with local company that supplies tents and canopies to determine best choice for use in early voting and possibly at Precinct 4 during November election.
- Will need tent/canopy for early voting at Registrar's office.
- May need tent/canopy for Precinct 4, depending on possible restrictions on building use.

Polling places:

- Secretary will contact all polling places to determine any limitation on use of polling places during November 3 General Election.

Training

- GR will train personnel who work at early voting center.
- Board will train all Chiefs, Asst Chiefs, and Officers of Election within 30 days of November 3 election.

November 3 ballot order

- November 3 election requires three ballot styles:
 - Precincts 1, 3, and 5
 - Precinct 2 with School Board special election
 - Precinct 3 with School Board special election
- Board decided to order 100% of ballots; Registrar will determine her absentee ballot requirement.
- Alert Hart to our order; cannot order until late August/early September.
- School Board candidates have until August 14 to file; cannot order ballots until after that date.

vDrives have been removed from spare machines and are in sealed box to return to Hart for programming for Nov 3 election.

Other business

PollPads:

- Need two new PollPads for use in early voting.
- Registrar will get quote from KnowInk; Board has money in budget to purchase two PollPads with printers.

Need to update the operating system on all PollPads. Secretary will do this within next week.

Drop box:

- Registrar will order and install drop box outside office.

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High school pages

- Board agreed to use high school student pages to assist at polling places for November 3 election.
- Secretary will contact Northumberland High School government teacher about nominating students as pages.

New EB member

Chairman Marion Cockrell will be elected chairman of Northumberland Republican Party, thereby making her ineligible for service on the Electoral Board.

Current County Republican chairman has forwarded three names to Circuit Court for consideration as replacement for Ms. Cockrell.

Chairman Cockrell must submit resignation before new member can be selected by Court.

There being no further business, the meeting adjourned at 11:35 AM.


Marion Cockrell, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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July 24, 2020 Meeting Minutes

Date: July 24, 2020	Chair: Rodger Meredith	Present
Start: 9:30 AM	Vice Chair: Ed Johnson	Present
Adjourned: 11:30 AM	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board met on July 24, 2020, at the General Registrar's office, 45 Back Street, Heathsville, VA.

All Board members present; General Registrar Kathy Davenport present; former Board Chair Marion Cockrell present at the invitation of the Board.

Former Board Chair Marion Cockrell submitted her resignation from the Board because she had been elected Chair of the Northumberland County Republican Committee, thereby making her ineligible to serve on the Electoral Board. (Code of Virginia 24.2-106). Mr. Rodger Meredith was appointed by the Northumberland County Circuit Court as a member of the Electoral Board. The Electoral Board requested Ms. Cockrell's presence to assist in the transition to a new member.

Agenda

- Reorganize Electoral Board
- Approve minutes of July 7 meeting
- Prepare General Registrar's annual evaluation
- Review preparations for November 3 General Election
- District 3 School Board candidate
- Other business

Reorganize Electoral Board

Secretary Schlatter moved, Vice-Chair Johnson seconded that Rodger Meredith be elected Chairman of the Electoral Board.

AYE: Meredith; Johnson; Schlatter

NAY: None

Secretary will submit notice of Board organization to State.

Approve minutes of July 7 meeting

Board approved and signed July 7 minutes. Former Chairman Marion Cockrell signed July 7 minutes because she was Chairman at the time.

Prepare General Registrar's annual evaluation

At 9:40 AM Secretary Schlatter moved to close the meeting: *"I move that the Northumberland County Electoral Board go into closed meeting as provided for in Code of Virginia 2.2-3711 A.1 for the purpose of preparing the annual evaluation of the General Registrar and discussing that evaluation with her."*

Second: Ed Johnson

Vote:

AYE: Meredith; Johnson; Schlatter

NAY: None

The Board convened in closed session.

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At 10:05 AM Secretary Schlatter moved to open the meeting: *"I move that the Northumberland County Electoral Board reconvene in open session as provided for in Code of Virginia 2.2-3711 and that the Board certify (1) only public business lawfully exempted under FOIA, and, (2) only such matters as identified in the motion to close the meeting were discussed."*

Second: Ed Johnson

Vote:

AYE: Meredith; Johnson; Schlatter

NAY: None

Review preparations for November 3 General Election

Absentee voting. GR and EB anticipate substantial increase in absentee voting because (1) change in laws allowing no-excuse mail-in voting, and, (2) COVID-19 restrictions encouraging mail-in voting.

GR and EB discussed:

- Possible pre-processing of mail-in absentee ballots.
- GR reports no instructions received from ELECT for pre-processing of mail-in absentee ballots.
- GR recommends Board consider beginning pre-processing when 800 absentee ballots are received.

Polling places. Secretary has contacted managers of all polling places except District 4, Wicomico Parish Church. All stated their facilities will be available on November 3, unless there are changes in COVID-19 restrictions.

- Secretary will contact Wicomico Parish Church to determine access on November 3.
- Board will consider using tent(s) at District 4 if access to Church parish hall is not available.

Ballots. Board will continue to use Hart Verity as ballot printer.

- Hart has been alerted:
 - We need 100% of ballots (9,500)
 - We will have three ballot styles because of School Board elections in Districts 2 and 3.
- Hart has changed format of ballot pack cover sheets so ballots are visible without opening packages. Board will inspect each package upon receipt.

Envelopes for mail-in absentee ballots. ELECT has directed changes to absentee ballot envelopes to make envelopes more visible to Postal Service. Because GR recently ordered 5,000 sets of envelopes, Board directed GR to modify existing envelopes and not re-order envelopes. GR will purchase rubber stamp to stamp "Election material" or similar alert on absentee ballot envelopes.

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Postage meter. Because of anticipated number of absentee ballots to be mailed, GR plans to lease Pitney-Bowes postage meter. Current lease rate is \$65/month for 63 months. EB directed GR to:

- contact Pitney-Bowes, determine if discount is available if lease is paid in lump sum; and,
- determine if CARES Act money can be used to pay for meter.

In-person absentee voting ballots. GR has purchased keyless, locking canvas bags for use with in-person absentee voting.

District 3 School Board candidate

GR reported to EB the following details of candidate filings by candidate for School Board in District 3.

- Denise Mazyck
- Opened campaign bank account on May 22.
- Filed Statement of Organization on July 23; should have filed within ten days of opening bank account.
- Has not filed required financial reports due on June 15 and July 15.

EB discussed fines. By statute, first offense is \$100; successive offenses are \$1,000.

EB decided to fine candidate \$1,200:

- Failure to file Statement of Organization within 10 days of opening bank account; \$100.
- Failure to file June 15 financial report is determined to be first financial report offense; \$100.
- Failure to file July 15 financial reports is determined to be second financial report offense; \$1,000.

GR will prepare letter to candidate; Secretary will sign.

Other business

Two new PollPads have arrived. Secretary will charge batteries, check for IOS update, and assign to CAP for in-person absentee voting.

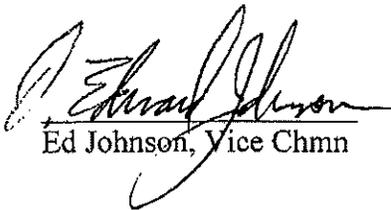
Drop-box. GR and EB decided not to install drop box outside GR office; concern is that voters will deposit mail-in absentee ballots in drop box, resulting in no certification of date/time received.

Meeting with tent supplier. EB and GR will meet with representative of company that provides canopies and tents for voting: **August 4, 10:00 AM, at GR office.** Will take representative to Wicomico Church to determine recommendations for tent(s) there if required.

Next meeting: August 11, 9:30 AM.

Meeting adjourned at 11:30 AM.


Rodger Meredith, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary