

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: Sep 10, 2019	Chair: Marion Cockrell	Present
Start: 9:30 AM	Vice Chair: Ed Johnson	Not present
Adjourned: 2:45 PM	Sect: Joe Schlatter	Present

Meeting called to order at 9:30 AM. Chairman Marion Cockrell, Secretary Joe Schlatter present; Vice-Chair Ed Johnson not present. General Registrar Kathy Davenport available on call. No members of public present.

Agenda

- Approve minutes from August meeting
- Review Officer of Election assignments
- Contact KnowInk re: Updating PollPads
- Status of EVB building
- Logic and Accuracy testing for CAP machines
- Other business

Approve minutes from August meeting

Minutes approved and signed with one pen-and-ink change to hours for training, afternoon of Oct 22 should be 1 – 4 PM, not 1 – 3 PM as in minutes.

Review Officer of Election assignments

Made following changes in OE assignments

- Precinct 2: Moved Linda Petty to Precinct 4; Bernice Smith from Reserve to Active
- Precinct 4: Moved Larry Norris to Reserve; Moved Robert White, Jr., from Reserve to Active
- CAP: Will have four workers to ensure experienced CAP personnel

Contact KnowInk re: Updating PollPads

Contacted PollPad tech support; talked with new tech who had to research answers.

Later, talked with Tony, KnowInk tech support with these results:

- Scheduled Sept 17, 10:00 AM, for telephone call in which he will assist us to update PollPad applications as needed.
- Scheduled pre-election tech support conference for 10:00 AM Oct 3 in which he will go over with us process of setting up PollPads for election.
- Secretary will contact Trisha Bandstra, KnowInk sales, to set up on-site tech support for election day. Board budgeted \$2,000 for this support.

Status of EVB building

Registrar will meet with County Administrator and other office chiefs on Wednesday, Sep 11, to review floor plans with suggested changes to Registrar area.

Logic and Accuracy testing for CAP machines

Conducted L&A test of scanner and touch-writer for CAP, and, Spare #1 scanner and touch-writer. Spares were not set up for a specific precinct.

L&A testing of all other machines will be Oct 8, 9:00 AM.

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Other business

Newspaper advertising for Precinct 3 new polling place location. Registrar will place ads in Northumberland Echo on Oct 23 and 30, and, Rappahannock Record on Oct 24 and 31.

Secretary contacted Jim Holland, contact at Fairfields UMC, Precinct 3. They have cleared activity building for use as polling place, however, they may have yard sale in the building before election, in which case polling place will be in church fellowship hall. Secretary will contact him two weeks before election to finalize location.

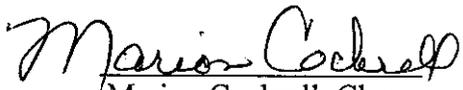
Upcoming meetings:

Tuesday, Sep 17, 10:00 AM: Telephone call with KnowInk tech support to ensure PollPad application updates have been applied.

Thursday, Oct 3, 10:00 AM: Telephone call with KnowInk tech support to review process of setting up PollPads for election.

Tuesday, Oct 8, 9:00 AM: Electoral Board meeting, Logic and Accuracy testing of all scanners and touch-writers.

Meeting adjourned at 2:45 PM.


Marion Cockrell, Chmn

not present
Ed Johnson, Vice Chmn


Joe Schlatter, Secretary