

Northumberland County, Virginia
Electoral Board
Meeting Minutes

Date: Sep. 1, 2020	Chair: Rodger Meredith	Present
Start: 9:15 AM	Vice Chair: Ed Johnson	Present
Adjourned: 11:30 AM	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board convened at 9:15 AM, September 1, 2020.

No members of the public were present; no representatives of political parties were present. General Registrar available on call.

Agenda

- Planning November election-Poll Stations
 - Officer Selection
 - Officer training
 - Review facilities folders
 - Drop Box procedures
 - Wicomico Church contingency
 - Machine Testing
- Planning November election – Absentee Ballots in person
 - Officer staffing
 - Officer training
 - Pre Processing of Ballots
- Planning November election-Absentee Ballots Drop Box
 - Location
 - Daily Procedure
 - Pre processing
- Ballot Approval
- Planning November election Mail in Ballots
 - Mail Envelope status-USPS
 - Instruction sheet new rules
 - Current Envelope status
 - Mailing date of ballots
 - Daily processing of returned ballots
 - Security
- Board of Supervisors presentation
- Voice of the Electoral Board
- Verity extended hardware warranty

Planning November election-Poll Stations

Officer Selection: Board will assign Officers of Election at next meeting, approx Sep. 18

Officer training

Training will be conducted at St. Stephens Church

- October 20:
 - 9:00 AM – 12:00 Noon, Precincts 1, 2, 3
 - 1:00 – 4:00 PM; Precincts 4, 5
- October 22: Makeup training; location to be determined by number requiring makeup; 10:00 AM – 12:00 Noon.

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At training, each precinct will be seated together.

Conduct of training:

- General Registrar introduction
- EB general introduction to forms and equipment
- Divide into groups:
 - Ballot and Reports Officers: Rodger Meredith and Ed Johnson will prepare practical exercise using report forms – ballot count; provisional log; spoiled and voided ballot count; PollPad report; Statement of Results.
 - Joe Schlatter will provide detailed training for Facilities and Equipment Officers.
 - General Registrar will conduct PollPad training as needed.

Review facilities folders: Secretary is updating Facilities Officer folders.

Drop Box procedures

Board will install letter style drop box in vault rear door.

Registrar's staff will empty the box:

- Daily when office is opened and closed.
- Hourly during the day.

Wicomico Church contingency

Wicomico Church Rector advised Board that the Parish Hall can be used for voting provided social distancing and masks are required.

Machine Testing

Logic and Accuracy testing of all machines: Sep 14.

Planning November election – Absentee Ballots in person

Officer staffing

Twelve Officers of Election have volunteered to work at early voting precinct; Registrar is waiting on response from four others.

Officer training: OE to work early voting will be trained on Sep 9.

Pre Processing of Ballots: Registrar and Board will monitor incoming by-mail absentee ballots and determine if pre-processing is required.

Planning November election-Absentee Ballots Drop Box

Location: Mail slot to be installed in vault rear exterior door.

Daily Procedure: Registrar staff will collect ballots upon opening and closing office, and, at least hourly during the day.

Pre-processing: New legislation requires Registrar to open return envelope; examine Envelope B to determine if voter completed it correctly; Registrar has three days to notify voter of any disqualifying problems with Envelope Ba and afford voter opportunity to correct errors.

Ballot Approval

Ballots ordered: Folded for absentee mailing; unfolded for early voting; unfolded for Election Day.

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Planning November election Mail in Ballots

Mail Envelope status-USPS: All new envelopes have arrived from printer; approved by USPS.

Instruction sheet new rules: New instruction sheets to be provided by ELECT.

Mailing date of ballots: ELECT requires absentee ballots be mailed to voters beginning Sep 18; Registrar and Board decided to mail ballots beginning Sep 16.

Daily processing of returned ballots: Registrar and staff will process returned ballots.

Security: Outgoing and incoming ballots locked in vault at end of day.

Board of Supervisors presentation

Secretary will address Board of Supervisors on Sep 10 about election preparations.

Voice of the Electoral Board

Chairman Rodger Meredith recommended and Board agreed that Secretary will serve as public voice of the Board, unless conditions dictate otherwise.

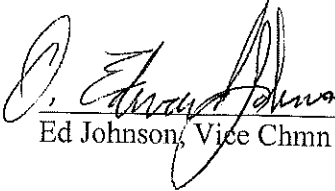
Verity extended hardware warranty


Still waiting to receive extended warranty invoice from Hart.

Next meeting: Logic and Accuracy testing, September 14, 9:00 AM.

Meeting adjourned at 11:30 AM.


Rodger Meredith, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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Date: Sep. 14, 2020	Chair: Rodger Meredith	Present
Start: 9:30 AM	Vice Chair: Ed Johnson	Present
Adjourned: 2:45 PM	Sect: Joe Schlatter	Present

The Northumberland County Electoral Board convened at 9:30 AM, September 14, 2020, for the purpose of conducting Logic and Accuracy testing of voting equipment to be used in the November 3, 2020, General Election including the Central Absentee Precinct and the in-person absentee voting ("early voting").

Two observers were present.

- Marion Cockrell, Chairman, Northumberland County Republican Committee.
- Joseph Rosenthal, representative of Democratic Party of Virginia.

Board decided to prepare separate scanners for the early-voting/in-person absentee, and, the Central Absentee Precinct in expectation of requirement to report these vote tallies separately.

- Early voting: One scanner, one TouchWriter.
- CAP: One scanner.

Test ballots and vDrives for November 3, 2020, General Election were received from Hart Verity. Transport box seal was checked against Hart records; seal was intact; seal opened and vDrives retrieved.

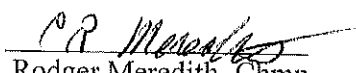
Machines tested were:

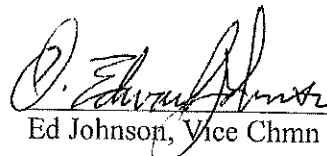
- Scanner and TouchWriter prepared for Precincts 1, 2, 3, 4, 5, and In-person absentee (early voting) precincts.
- Scanner was prepared for Central Absentee Precinct.
- Serial numbers and assignments for all equipment attached.

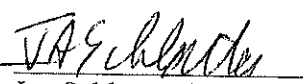
All scanners were tested using the test deck of ballots; three ballots were printed on each TouchWriter. Scanner tally was compared to manual ballot count. No discrepancies found. Machines were locked and sealed with seals applied to vDrive compartment and handle.

All documentation was placed in November 3, 2020, General Election metal briefcase.

Meeting adjourned at 2:45 PM.


Rodger Meredith, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary

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Date: Sep. 18, 2020		Chair: Rodger Meredith	Present
Start: 9:55 AM		Vice Chair: Ed Johnson	Present
Adjourned: 11:00 AM		Sect: Joe Schlatter	Present

The Northumberland County Electoral Board convened at 9:55 AM, September 18, 2020.

No members of the public were present; no representatives of political parties were present. General Registrar available on call.

Agenda

- Review opening early voting polls
- Officer of Election selection
- Officer of Election training
- Review facilities folders
- Drop box procedures
- Schedule for remaining days of early voting
- Review status of by-mail absentee ballots
- Other business

Review opening early voting polls

Board members arrived at 8:00 AM to assist Officers of Election in setting up and opening in-person absentee voting ("early voting") polling place.

- No chief had been appointed. Board named Jeri Brewer as chief; will address next team on Monday, Sep 21.

Approximately 18 voters were in line when early voting opened at 9:00 AM. Minor interruptions as staff became familiar with procedures. Traffic flow through polling place was good.

Officer of Election selection

Board delayed selection of Officers of Election until October 6 meeting.

Officer of Election training

Training will be conducted at St. Stephens Church

- October 20:
 - 9:00 AM – 12:00 Noon, Precincts 1, 2, 3
 - 1:00 – 4:00 PM; Precincts 4, 5
- October 22: Makeup training; location to be determined by number requiring makeup; 10:00 AM – 12:00 Noon.

At training, each precinct will be seated together.

Conduct of training:

- General Registrar introduction
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- Divide into groups:

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- Ballot and Reports Officers: Rodger Meredith and Ed Johnson will prepare practical exercise using report forms – ballot count; provisional log; spoiled and voided ballot count; PollPad report; Statement of Results.
- Joe Schlatter will provide detailed training for Facilities and Equipment Officers.
- General Registrar will conduct PollPad training as needed.

Board will review number of Officers of Election available to determine if enough OE are available to operate precincts with two shifts on election days; Chief and Asst Chiefs remain all day.

General Registrar reported several requests to serve as Officers of Election. Board decided today – September 18 – is cut-off. Applicants after Sep 18 will be considered for June primary.

Review facilities folders

Joe Schlatter is reviewing and updating Facilities and Equipment folders.

Board needs to check and update Ballot Officer and Reports Officer folders as required.

Drop box procedures

Drop box at Registrar's office:

- Registrar staff will empty drop box container:
 - Immediately upon opening office daily.
 - At least hourly during the day.
 - At closing time daily.

Drop box at precincts on Election Day.

- Awaiting response from State: Is precinct drop box to be inside or outside precinct?
- Board decided to purchase commercial drop box, or, bag similar to ballot bag for use as precinct drop box.

Schedule for remaining days of early voting

Registrar is maintaining schedule of OE to work at early voting precinct.

Board members will be present at opening and closing to observe, assist as needed, and make changes in procedures as required.

Review status of by-mail absentee ballots

Registrar staff and volunteers inserted ballots into absentee ballot packets on Sep 16 and 17. Absentee ballot packets were delivered to USPS Heathsville on Sep 16 and 17.

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Status of ballots for Nov 3 General Election

Folded ballots for use in absentee mailing

- Style 1: 2,100
- Style 2: 650
- Style 3: 500

Ballots for early voting

- Style 1: 1,050
- Style 2: 350
- Style 3: 250

Ballots for Election Day

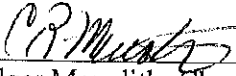
- Style 1: 5,300
- Style 2: 1,500
- Style 3: 1,550

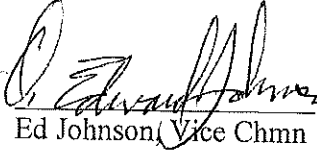
UOCAVA ballots

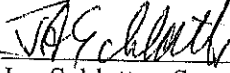
- Federal: 25
- Presidential: 25

Next meeting: October 6.

There being no further business, the meeting adjourned at 11:00 AM.


Rodger Meredith, Chmn


Ed Johnson, Vice Chmn


Joe Schlatter, Secretary