

Northumberland County, Virginia  
Electoral Board  
Meeting Minutes

Date: Sep. 13, 2021		Chair: Austin Schmidt	Present
Start: 9:30 AM		Vice Chair: Ed Johnson	Present
Adjourned: 11:10 AM		Sect: Joe Schlatter	Present

Chairman Schmidt called meeting to order at 9:30 AM. Meeting in EB Conference Room at Registrar's Office. No members of public present; no party representatives present; General Registrar available on call.

**Agenda**

- Approve August 10 minutes
- Logic and Accuracy testing for Early Voting
- Assign Officers of Election
- Set dates for training
- Set date for L&A testing for Nov 2 election
- Discuss Apple Business Management Systems
- Registrar items
- Other business

Approve August 10 minutes

August 10 minutes approved as submitted; signed.

Logic and Accuracy testing for Early Voting

Board conducted L&A testing for Scanner and TouchWriter to be used in Early Voting. Also tested one each spare scanner and TouchWriter.

Assign Officers of Election

Officer of Election assignments made.

Set dates for training

Chiefs, Assistant Chiefs, and Officers of Election will be trained together.

Location: St. Stephens Episcopal Church Parish Hall

Date and Time: October 19

10:00 AM – 12:00 Noon: Precincts 1, 2, and 3

1:00 – 3:00 PM: Precincts 4 and 5

Makeup training: Oct 27, 10:00 AM, St. Stephens.

Registrar will notify all Officers of Election of training.

Set date for L&A testing for Nov 2 election

October 20; 9:30 AM

Discuss Apple Business Management Systems

Registrar was notified by KnowINC that all PollPad users are now required by Apple to establish an account with Apple Business Management Systems. Sign-up instructions were provided.

Board spoke with KnowINC action officer; advised him we will not establish ABMS account until after Nov 2 election.

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Registrar items

Registrar reviewed plans for early voting and for curing and processing absentee ballots arriving by mail, in drop box, or in-person.

ELECT now requires pre-processing of absentee ballots; **two Board members are required to be present at pre-processing:**

Oct 26; 9:30 AM until all absentee ballots received to date are processed.

Oct 30; 9:30 AM until all absentee ballots received between Oct 26 and 30 are processed.

CAP will report at 4:00 PM on Election Day unless a requirement develops for them to report earlier.

Other business

At October 12 meeting Board will pack ballots for distribution to precincts.

Meeting adjourned at 11:10 PM.

ADDENDUM: Electoral Board meeting scheduled for Tuesday, October 12, as changed to Wednesday, October 13 due to unforeseen absence of one member on Oct 12.

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Austin Schmidt, Chmn

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Ed Johnson, Vice Chmn

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Joe Schlatter, Secretary