



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	7/11/23	Member Attendees		Present
Location	Registrar's Office	Chair:	Ed Johnson	X
Call to order	9:40AM	Vice Chair:	Austin Schmidt	X
Adjourned	11:35AM	Sect:	Bob Heller	X
		GR	Kathy Davenport	X
Guests Present: No guests or members of the public were present				

Previous Minutes:

- ❖ June minutes were approved electronically, submitted for posting on June 20 and added to the Minutes book.

Agenda Items:

- ❖ FY 23-24 budget was submitted & approved by the BoS.
- ❖ Code Blue has invoiced us for work not yet completed nor started. GR was advised by REH not to pay. Attempts to contact Code Blue have resulted in no reply to date.
- ❖ GR Topics:
 - ELECT has set up a Webinar for 7/12 to review recent Election Law changes. GR advised there is a webinar to review on 7/12 which will be recorded for replay if not available and is required for new EB members.
 - Barring unforeseen circumstances "ballot on demand" will be implemented for early In Person voting in the next election for which we must prepare.
 - A special meeting of the Board is set for Tuesday, July 18 at 10AM to review policy & practice and test machine(s).
 - We may need to establish a chain of custody tracking for printed ballots – to be discussed & determined.
 - Officer of Election training
 - Training for Early In-person voting will be conducted on Tuesday, September 5th at 2PM. Two areas of concern are polling place behavior of volunteers and functional aspects for casting ballots using the Ballot on Demand process.
 - General Election Officer training will take place on Thursday, October 12 from 1:00PM to 4:00PM at St Stevens Church.
 - November Ballot needs: While Early Voting will use Ballot-On-Demand, we determined the need to order ballots for the November General. Anticipating a 50% turnout in each precinct, however, we instructed the GR to order now so on hand for early just in case.
 - November Polling Places: We must begin preparations for November elections by...
 - ◆ Contacting prospective polling places to reserve space and identify Bob Heller as their point of contact.
 - ◆ Ed Johnson agreed to take steps with County Administration to arrange for Pre & Post election day services of equipment distribution, to include checking equipment in the trailer and assessing any need for additional traffic cones.
 - HB1948 passed by the Va legislature and effective July 1 changed the requirements for Absentee Ballot mailing envelopes. 3,000 of each of the required four new Absentee Specific mailing envelopes will be ordered. We currently have an adequate supply of "forever" stamps, thus avoiding the just announced postal increase. Supplies of the prior envelopes will be destroyed per ELEC guidelines.

Action Items:

- 1. GR to contact Ellen Kirby at St Stevens to reserve training and election dates.
- 2. GR will place a ballot order with Hart as discussed, as well as ordering a supply of legal-size ballot stock.
- 3. GR will contact previous polling places to reserve space for Nov 7 General Election.
- 4. GR will order Absentee Ballot envelopes as discussed above.

Signed and accepted

Date: July 20, 2023

Ed Johnson

Chair

DocuSigned by:
Ed Johnson
286CEB4C21054EC

Austin Schmidt

Vice Chair

DocuSigned by:
Austin B Schmidt
13263C36279384D1

Bob Heller

Secretary

DocuSigned by:
Bob Heller
70239789700640C