



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	August 9, 2023	Members		Present
Location	Registrar's Office	Chair:	Ed Johnson	X
Call to order	9:35AM	Vice Chair:	Austin Schmidt	X
Adjourned	11:05AM	Sect:	Bob Heller	X
Guests Present	Kathy Davenport, GR; Joe Slatter, past EB Secretary			
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Previous Minutes:

- ❖ Previous minutes were approved electronically, submitted for posting on 7/26, and added to the Minutes book.

Agenda Items:

- ❖ Election Preparation & Election Officers – the following was discussed:
 - Election Officers for CAP voting need to be assigned & trained before Early Voting begins on Sep 22/
 - Chief & Asst. Chief for each precinct need to be assigned and trained PRIOR to training of Election Officers in accordance with established policy and statute.
 - Election Year calendar – The GR and Mr Slatter brought up the volume of tasks and calendar deadlines ahead of us for the current 2023 November election, and especially for the 2024 election cycle.
- ❖ Post election Reporting changes:
 - ELECT has advised GR of a new & updated procedure (ENR) for post-election reporting of the vote which will require training and adoption for the upcoming election. Concerns exist regarding training and implementation.
- ❖ Need for a Satellite Voting location:
 - “Early” voting has consistently increased in use by County voters since inception in 2020. The expectation for the 2024 Presidential year is that we may have upwards to 50% utilization. As such, our current facility is unacceptable, especially considering voter convenience and accessibility. It was decided unanimously that a “satellite” location needs to be secured.
 - Further discussion identified the lobby area of the existing county building known as the “old bank” building at 6958 Northumberland Hgwy. as an optimal location. It has convenient access for voters, has security for ballots and voting machines in a vault, is ADA compliant; and has adequate space for staff and voters.
 - The identified optimal location is (in part) currently occupied by the NU School Board. VA Election Law specifies establishment of satellite poll location(s) must be implemented via a county ordinance by our governing body. The Secretary volunteered to draft a letter of request to County Administrator, Luttrell Tadlock, requesting his action to bring this request to the Board of Supervisors.
- ❖ Northumberland County Administrative Monthly reporting
 - GR discussed the request from county administration for a monthly report. Having the statutory requirement for public access to, and posting of meeting minutes, it was decided unanimously that upon finalization and approval we would submit those minutes monthly to County administration to fulfill this request.

Action Items:

1. The Secretary will submit a written request for approval of the need for a satellite voting location as appropriate. (completed and accepted on Wednesday, August 9)
2. The GR will identify, assign, and train Election Officers for CAP prior to the start of Early Voting on 9/22 and the EB will assign Chief & Asst. Chief Election Officers for each precinct and arrange for their training soonest.
3. The secretary will create documentation of an annualized Election Calendar for internal use only.

Signed and accepted

Date: Friday, August 19, 2023

Ed Johnson

Chair

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Austin Schmidt

Vice Chair

DocuSigned by:



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Bob Heller

Secretary

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