



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	September 05, 2023	Member Attendees		Present
Location	Registrar's Office	Chair:	Ed Johnson	X
Call to order	09:35 AM	Vice Chair:	Austin Schmidt	X
Adjourned	12:35 PM	Sect:	Bob Heller	X
		GR	Kathy Davenport	X
Guests Present: No guests or members of the public were present				

NOTE: This meeting is in lieu of the regularly scheduled 9/12 meeting due to board member conflicts.

Previous Minutes: Approved electronically, submitted for posting and added to the Minutes book on Aug 14, 2023.

Agenda Items:

- ❖ Officers of Election: The list of confirmed 2023 Officers of Election was presented by the General Registrar. All OE's met basic requirements and were assigned to Precinct based teams for the November 7 General Election and affiliated functions. Chief and Assistant Chief officers were designated for each precinct. The OEs assigned for Early Voting, being more experienced, were requested by the General Registrar to be Deputized. The eligibility, assignment, and deputization of all Officers of Election was unanimously agreed to by the board.
- ❖ Officer of Elections Training: Training of OEs is required by state statute. A discussion was held regarding ways to improve the training to ensure the highest possible level of OE confidence and knowledge of voting operations. The following was decided:
 - All individuals working in the five voting precincts will be required to complete the training. The GR is holding a more specialized session for the team of officers working the Early Voting sessions. (see below).
 - The training will be in two phases: Phase I is the assignment of The Va. Dept. of Elections provided training course, delivered on the internet or via a paper manual as appropriate for the officer. Phae II is the "in-person" training to be held on October 12. It will be conducted in role-based, small group, rotational workshops.
- ❖ Early Voting 2023: Operations, training, and daily tasks, as established by the GR, were reviewed and approved by the board. The GR will include a responsibility "check list" that each Deputy will be asked to sign, and customized and adopted for General Election training.
- ❖ Pre-Processing Absentee Ballots: GR has all in place for Pre-Processing of Absentee Ballots before Election Day, on Election Day, and post-Election as proscribed by code, with appropriate & required documentation to ELECT.
- ❖ 2024 Satellite Voting location: It had been previously decided that our current facility would not be adequate for the 2024 Presidential election cycle Early Voting, due to numerous factors including expected turnout, size of our office/lobby, vehicular and pedestrian access, and public facilities. A "satellite" location was needed, which would require (by code) a local ordinance. A letter was sent to the County Administrator on August 9th requesting such action by our Board of Supervisors. It is anticipated this topic will be on the Board of Supervisor's agenda for their Sep 14 meeting and needs to be followed up on.
- ❖ Logic & Accuracy testing: Logic and Accuracy Testing for the 2023 General Election will be conducted on September 18 by the Board. Respective Chairs of the two major parties will be advised.
- ❖ GR Office Door/Security installation: Code Blue is scheduled to complete the installation on 9/8. GR will approve the existing invoice from Code Blue (parts only) for payment.
- ❖ ADA Compliance requirements: The EB is in receipt of the ELECT directed ADA Compliance Confirmation. Acknowledgement. It is required to be submitted by October 16. Since all our polling places are privately owned and rented only for Election Day as a Polling Place, we can only rely on the property owners maintaining State & Federal ADA compliance. The Secretary will complete the requested compliance request and submit as such.

EB Minutes Sep 5, 2023

Action Items:


1. GR will notify Officers of Election of the assignments made at this meeting and assignment of required training. The Secretary will assist in providing specifics of the training plan.
2. The GR will conduct Early Voting training with the assigned Deputies on Sep 5 following this meeting.
3. Major Party Chairs will be notified of the date & time Logic & Accuracy Testing will take place (9/18) inviting them or a representative to observe.
4. The Secretary will initiate a call with the County Administrator to confirm the request for the establishment of a County Ordinance designating (required by State code) a satellite location is placed on the Board of Supervisors meeting of Sep 14th agenda.
5. The Secretary will address the ELECT requirement addressing ADA compliance of polling paces and submit prior to the scheduled deadline.

Signed and accepted

Date:

Ed Johnson

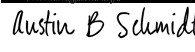
Chair

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9/11/2023 | 2:05 PM EDT

Austin Schmidt

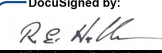
Vice Chair

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9/11/2023 | 2:05 PM EDT

Bob Heller

Secretary

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9/11/2023 | 2:05 PM EDT

Certificate Of Completion

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Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator: Robert E. Heller bh48@earthlink.net
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Record Tracking

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Signer Events

Austin B Schmidt
augdog404@gmail.com
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Signature

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Ed Johnson
sparkie_johnson@comcast.net
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Electronic Record and Signature Disclosure:
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Robert E. Heller
bh48@earthlink.net
Secretary
N.C. Electoral Board
Security Level: Email, Account Authentication (None)

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R.E. Heller
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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