



Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	November 14, 2023	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	1:35PM	Vice Chair:	Austin Schmidt	Yes
Adjourned	2:55	Sect:	Bob Heller	Yes
Others Present	Kathy Davenport (when needed)			
Guests Present:	No members of public or political party representatives were present.			

Minutes of the November Regular Meeting - postponed to this date to accommodate prior Canvass meeting.

Previous Minutes: The previous month's minutes were approved, and posted on October 18,

Agenda Items:

- ❖ 2024 Elections: The possibility of a March 5 Presidential Primary, a June Federal Primary, and the November General Presidential election must all be considered in our immediate planning. For March, Early Voting will commence January 19. Prior to this date we must make accommodations for voting equipment maintenance and L&A testing, ballot preparation and Election Officer assignment, along with all other preparatory tasks. December 14 is the candidate filing deadline for the Presidential Primary. As such, we should have final confirmation shortly after that date.
- ❖ Voting machine maintenance – it has been previously decided that we would request Hart InterCivic to come on site and preform long needed routine maintenance of our scanners and touch writers. This should be scheduled soonest.
- ❖ Election Officer Items: Following the Nov 7 Election we need to schedule an “after action” meeting with the Chief Officers. As a result we should implement any needed adjustments to training of officers in 2024 to accommodate problem areas and any new processes. Mr Heller suggested sending all a “keep-start-stop” questionnaire in early December to augment the Chief conference. Other concerns include: A reference document of common precinct operational errors and points of emphasis for Chiefs and all officers; review and updating of Role Folders,
- ❖ There is a need to better organize forms, binder content, our calendar, and board documents in a unified electronic storage medium. Mr Heller will investigate with NU IT Dept and implement.

Action Items:

- ❖ BH to contact all Precinct Chiefs and set a meeting for shortly after Thanksgiving.
- ❖ BH will contact Hart to secure a cost estimate, and schedule for equipment maintenance.

Signed and accepted on:

Date: November 16, 2023

Joe Schlatter Chair

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JA Schlatter
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Austin Schmidt Vice Chair

DocuSigned by:
Austin B Schmidt
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Bob Heller Secretary

DocuSigned by:
RE Heller
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Certificate Of Completion

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AutoNav: Enabled	Envelope Originator: Robert E. Heller bh48@earthlink.net
Enveloped Stamping: Enabled	IP Address: 69.161.105.92
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	

Record Tracking

Status: Original 11/16/2023 8:55:04 AM	Holder: Robert E. Heller bh48@earthlink.net	Location: DocuSign
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Signer Events

Joe Schlatter
jschlatter@co.northumberland.va.us
Security Level: Email, Account Authentication (None)

Signature

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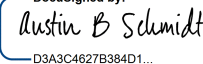
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Austin B Schmidt
augdog404@gmail.com
Security Level: Email, Account Authentication (None)

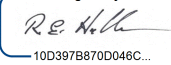
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Electronic Record and Signature Disclosure:
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Robert E. Heller
bh48@earthlink.net
Secretary
N.C. Electoral Board
Security Level: Email, Account Authentication (None)

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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