



# Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	December 13, 2023	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	9:45 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	12:10 PM	Sect:	Bob Heller	Yes
Others Present	General Registrar, Kathy Davenport			
Guests Present:	No members of public or political party representatives were present.			

## Minutes of the Regular Monthly Meeting.

**Previous Minutes:** November 14 Minutes were approved and posted on 11/20/23. Separately approved and posted were the minutes of our Nov 8 Canvas meeting.

### Agenda Items:

#### ❖ Training Requirements:

- All current EOs were trained in the past 12 months, thus only the Chief Officers and Asst. Chief officers and any new will need to be trained for the upcoming Primary Election. February 20, 2024, was decided on for this session, if the March 5 Presidential Primary comes to fruition.
- Officer training must include asking each voter be asked to choose Democrat OR Republican ballots, and to produce 2 party specific "closing reports" and 2 SOR in each precinct.
- Prior to the next training, we must review and update the existing Chief's Books and Forms Books to ensure policy and procedures are current and well documented.
- The "Color Folders" for each precinct role also need to be updated.

❖ Voting Equipment: The PM for existing machines will take place Thursday, Nov 14. Mr Schlatter and Mr. Schmidt will provide oversight and aid as needed.

❖ FY2024-2025 Budget: Mr Heller raised questions about some line items in preparation of our new fiscal year budget. Item 1015, Election Officer compensation, is currently listed as a "salary" rather than a variable expense and needs to be re-aligned. Items of concern were clarified.

#### ❖ Registrars Topics:

- Candidate Certificates: All have been completed and ready for the Secretary to sign. Mr Heller will do so upon adjournment of this meeting. They will be ready for candidate pickup.
- Early Voting: Assuming a March 5 Presidential Primary, Early Voting will begin on January 19. The following items were discussed/decided:
  - Early Voting will follow County closure schedule and announcement in case of inclement weather,
  - Ballots: By ELECT indications and order, with primary candidate filing ending on December 14, they expect finalization of ballot contents on or about December 20. We will order in the following quantities upon ELECT ballot approval & notification:
    - For Absentee Voting – 100 of each of the 5 ballot styles
    - Early Voting, following the success found in the past election, will use the "Ballot on Demand" printers.
    - For Precincts: We will order ballots in a quantity of ~70% of registered voters by precinct, rounded up to the next "50" count.
  - Pre-Processing: Based on the ELECT calendar and VA Code, Absentee Ballot Pre-Processing will take place on February 27<sup>th</sup> and March 2<sup>nd</sup>.

- With no action as yet on a satellite voting location for Early Voting it will take place at the current GR office. The possibility of a temporary canopy at the entrance to provide shelter from inclement weather during the busiest times will be investigated by GR.
- The General Registrar's office will close for the day after Christmas, December 26.
- ❖ V-Drives: Mr Slatter retrieved the v-drives held in the County Clerks office since the Nov 22 election and will retrieve those secured there from the 11/7/23 election on 12/15. The current inventory needs to be confirmed and enough sent to Hart for Presidential Primary election preparation and be returned to us prior to L& A testing and Early Voting.
- ❖ L & A Testing: We will plan on conducting L&A testing for the March 5 election following our January 9<sup>th</sup> EB meeting.
- ❖ Election Officers: Mr. Heller has advised the following and will seek resolution:
  - The Chief in Pct 1 has a conflict with a March 5 election – a substitute for that date is needed. The Asst. Chief in this precinct has let us know she will no longer be working elections needing a permanent replacement.
  - The Chief Officer in the 2<sup>nd</sup> Pct has removed himself from serving in the future thus needing a replacement.
- ❖ Polling Locations: Alternate polling locations as currently listed need to be confirmed and the Chief Officers "trained" on emergency procedures of using them if/when necessary.

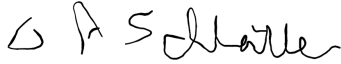
**Action Items:**

- ❖ The Secretary will secure space at the NU Sheriff's Office for the Chief/Asst Chief training on Feb 20, 2024, at 2PM.
- ❖ The General Registrar is to investigate the possibility of a canopy for the building entrance during the Early Voting period, or a part there of.
- ❖ Mr Heller will contact individuals to fill the EO vacancies known or expected for the March primary election following the Christmas Holiday and report back at the January meeting.
- ❖ Mr Heller will complete the proposed FY2024-2025 budget and present it to the Board in January. It is due to the County Administrator by January 31, 2024.

Signed and accepted on:

Date: 12/21/2023

Joe Schlatter Chair

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Austin Schmidt Vice Chair

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Bob Heller Secretary

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