



# Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	January 11, 2024	Member Attendees		Present
Location	Registrar's Office	Chair:	Joe Schlatter	Yes
Call to order	12:30PM	Vice Chair:	Austin Schmidt	Yes
Adjourned	1:35PM	Sect:	Bob Heller	Yes
Others Present	Kathy Davenport (when needed)			
Guests Present:	No members of public or political party representatives were present.			

NOTE: Prior to calling this meeting to order we conducted the L&A testing of the voting equipment to be used for early voting (& spares) for the Early Voting which starts on January 19<sup>th</sup>. Present as an observer was Mr. Jim Hendrickson, newly elected Chair of the county Democrat Party. The remaining voting machines will undergo test upon return from Hart (5 machines) for repairs and prior to the March primary.

**Previous Minutes:** Minutes were approved and posted electronically.

### Agenda Items:

**FY24-25 Budget:** Mr Heller raised some clarification questions in preparation of the Board's FY 24-25 budget request. Clarification was provided and the budget submission will be submitted prior to the Jan 31 due date.

**Election Officers:** Mr. Heller advised that we have 51 volunteers in our EO database. Considering 35 are needed to minimally staff Election Day polling places, and an additional 12-15 needed for CAP staffing needs, we barley have enough. Additionally, for the upcoming March Presidential Primary we need 2 "substitute" Chief Officers, a new Asst. Chief in one other precinct, and a new Chief in another. Contacts are being made and assignments provided to the GR & Board at the February meeting.

**Election Officer Training:** With VA State Law (§24.2-115) requiring all Chief & Assistant Chief Officers to be trained before every election, that training session has been scheduled to take place at 2PM on February 20 at the Northumberland Sheriff's Office meeting room. Additionally, a training session will be scheduled for any new Election Officers not having been trained previously, or as a refresher session for current EOs.

**Other Business:** With early voting for the Presidential Primary Election to begin next Friday, Jan 19, Board members assist the GR with the following prior to that date:

- ❖ Return of 5 scanners & touch writers to Hart for repairs
- ❖ Set up of voting booths and equipment in the GR office lobby.
- ❖ Preparation/mailing of Absentee Ballots as needed & when requested.

**Signature Page**

Signed and accepted on:

Date: January 30, 2024

Joe Schlatter      Chair

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Austin Schmidt      Vice Chair

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Bob Heller      Secretary

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