



# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



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

**Previous Minutes:** Feb 2024 Minutes were approved and posted 2/22/24.

### Agenda Items:

- ❖ vDrive status/needs:
  - We currently have 40 vDrives on hand, with some currently stored by the Clerk of Courts. 34 are needed for each election so it was determined that we will be short for the two upcoming elections requiring additional to be ordered from Hart InterCivic. Drives need to be returned to Hart for programming for the June Primary election. vDrives must be on hand before May 1 in preparation for Early Voting beginning May 3. See Action Item 1
- ❖ Election Officer Issues & Training for remainder of 2024:
  - Some EO checks from last November's election were lost in the mail. It was decided that checks will no longer be mailed for future elections and will be held at the Registrar's office for EO pickup. The Secretary will communicate details to all affected. See Action Item 2.
  - We will hold a Chiefs'/Asst. Chiefs' meeting on Tuesday, June 4 from 2-4PM in preparation for the June 18<sup>th</sup> primary. Further, any newly appointed EOs will be trained on Monday, June 10<sup>th</sup> from 1-4PM. Both sessions will be at the Sheriff's office.
  - On-Line Training: A discussion was held about creating a website specifically for Northumberland Election Officer training and other educational resources. Mr Heller has initiated discussions with the County IT department and will continue. Draft page content & layout completion set for June 1 with launch to officer use by October 1, 2024. See Action Item 3.
- ❖ Primary Ballots: It was decided to order ballots for the June Primary in the same quantities ordered for the March 5 Primary. We will request ballots be wrapped in quantities of 50 ballots each. See Action Item 4.
- ❖ Registrar Comments & Observations:
  - We continue having issues with voters in the wrong polling location and use of Provisional Ballots. ALL Provisional Ballots are to be cast in the voter's residency precinct in all situations. For this reason, we MUST reinforce in our training the procedure for ALWAYS contacting the GR office during election day when such circumstances arise.

- Seals on Poll Pads were initiated this past election. Only 2 of the 5 precincts followed the procedure. It was deemed to be an unnecessary step and would be discontinued going forward.
- The Registrar’s practice of keeping a log of all calls to the office has worked well and will be continued as it provides clarity of the situations faced.
- Confusion over Early and Election Day voting has become a significant problem at the Registrar’s Office. This election saw +/-75 individuals come to the Registrar’s Office to vote as their “polling place”. It was decided our best course of action to address voter confusion would be enhancing presence on the Registrars webpage and addition of a series of Public Service Announcements on local radio stations. See Action Item 5.
- An issue arose on Election Day regarding voter comments. We will reinforce the need for the registrar to speak directly to voters in some instances. This will be addressed in the next Chiefs’ meeting in June.

**Action Items:**


1. The General Registrar is to order 8 additional vDrives from Hart and return our currently on hand 40 to Hart. We request Hart to hold the new order, programing and returning them to us in preparation for Jun18 Primary & on hand NLT May 1.
2. Mr Heller will generate an email communication to all Election Officers notifying them of this change.
3. Mr Heller will draft web page layouts and have them ready for review by our April meeting.
4. The Registrar will contact Hart soonest with a “heads up” on our ballot needs.
5. The Registrar will investigate the possibility and process of having PSAs on local radio for the period from Early Voting through Election days.

**Signatures**

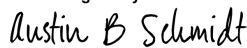
Signed and accepted on:

Date: March 20, 2024


Joe Schlatter      Chair

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Austin Schmidt      Vice Chair

DocuSigned by:  
  
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Bob Heller      Secretary

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