

# Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	May 14, 2024	Membe	Present				
Location	Registrar's Office	Chair:	Joe Schlatter	Yes			
Call to order	09:35 AM	Vice Chair:	Austin Schmidt	Yes			
Adjourned	11:10 AM	Sect:	Bob Heller	Yes			
Others Present		Kathy Davenport, General Registrar					
Guests Present: No members of public or political party representatives were present.							

Previous Minutes: April 2024 Minutes were approved and posted 4/15/24.

## Agenda Items:

❖ Registrar's Report: Early voting is slow w/only 11 voters since May 3. An unknown individual placed a candidate campaign sign in the adjacent lot (owned by our landlady) without permission. It was removed immediately upon discovery by the landowner. We are to be reminded that although our office is a county facility, the property is privately owned. The landowner does not allow any campaign signs.

In order to facilitate and accommodate the expected turnout for the November Presidential Early Voting (Sep 20-11/2) the Registrar has requested current Officers of Election be asked to assist with crowd control acting as greeters. These Officers will be compensated \$100/day of service. The Registrar will schedule as appropriate. The Board fully concurred.

### June Primary Prep:

- The following dates will be set in the EB calendar:
  Friday, 5/17 ballots are to be packed, & made ready for 6/18 at 10:00AM.
  Mon, 6/3 L&A Testing will be conducted at Registrar's Office at 10AM.
  Tue 6/11 & Sat 6/15 Absentee Pre-Processing will be conducted.
  Tue, June 4<sup>th</sup> will have our Chief's Meeting see below
  Mon, June 10 will have our New Officer Training
  Wed 6/12: The EB meeting of Tue 6/11 will take place Wed 6/12 at 9:30AM.
  The Secretary will post these dates to the EB Calendar and Ms. Davenport will make or edit the required postings
- ➤ June 18 Canvass: Due to the State Holiday of June 19, required materials will be packed & delivered to Clerk's Office NLT Noon on Thur 6/20 per VA Dept of Elections allowance. Our normal 6/18 Canvas meeting will follow at Noon 6/20.
- ➢ Polling Place Setup/Takedown: Set up will be the normal Monday (6/17) prior. Chief Officers will pick up equipment/supplies on 6/17 Due to the "Juneteenth" Holiday, and County offices being closed on the day following, the Secretary will contact all polling places to postpone equipment pick-up by 1 day to Thursday, June 20. Stakeholders have been notified by a letter of 5/6/24. If a Polling Place must have material removed on Wednesday it will be arranged.

#### Officers of Elections

- Assignments: Have been made and communicated adjustments may be made as needed.
- Chief's meeting Tue, 6/4 ,2-4PM at NU Sheriff's Office. Topics to be included in Chief meeting are:
  - ◆ SDR/Provisional processing mandatory office consult every time.
  - Process for voters in wrong pct.
  - ♦ Reporting accuracy
  - ◆ County/ED Liability
  - Chiefs to complete new training for familiarity.
- EO Training: The new electronic materials will be assigned NLT May 31. This consists of an electronic document delivered by email which will require +/- 2hrs of learning activity, followed by a live session.
  - Live training will take place Mon Jun 10th, 1-4PM at NU Sheriff's Office for those requiring currently at 12 participants. This is to be a functional & practical application based session.
- ❖ .FY24/25 Budget: Awaiting notice of approval from NU Admin.

#### **Action Items:**

- 1. .Ms. Davenport will contact and arrange "Greeter" assistance for November Early Voting during the Sep 20 thru Nov 2.
- 2. The Chair & Vice Chair will review the EO training materials the Secretary has put together
- 3. The Secretary will finalize said training materials and distribute (via email) prior to May 31 to the new election officers, Chief Officers, and Assistant Chief Officers.
- 4. The Secretary will contact Polling Places to secure keys and advise of the alternate schedule of supply pickup.

#### **Signatures**

Signed and accepted on:			Signature:	Date:	May	21,	2024
Joe Schlatter	Chair	DocuSigned by:  Joe Schaffer  606483D3208E470					
Austin Schmidt	Vice Chair	Docusigned by:  Austin B Suu  D3A3C4627B384D1  Docusigned by:	midt				
Bob Heller	Secretary	RE. W. LL					