



Northumberland County, Virginia

Minutes of Electoral Board Meeting



Date:	May 13, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order		Vice Chair:	Austin Schmidt	Yes
Adjourned		Sect:	Bob Heller	Yes
Others Present		Registrar:	Kathy Davenport	If needed
Guests Present: No members of public or political party representatives were present.				

Previous Minutes: Minutes of 4/8 & 4/25 were approved and posted previously.

Agenda Items:


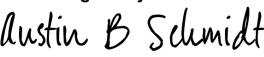

- ❖ Outstanding issue: We have a quantity of “test” ballots purchased for 2024 L&A testing for the Nov election which went unused. It was unanimously decided they should be appropriately marked, sealed, and delivered to the Clerk of Court as with other unused ballots from that election.
 - FY Budget: We received the invoice for the replacement Poll Pads received from KNOWiNK, Ink and authorized Ms. Davenport to process the invoice of \$15,300 for payment.
- ❖ L&A Testing: 14 pieces of equipment for Election Day will be tested. Having only 25 pre-programed v-Drives (28 needed) we instructed Ms. Davenport to place an emergency order for an additional 10. We will complete as many as possible in the scheduled 5/14 session, then re-convene another day to complete once that order arrives.
 - Additionally, for the upcoming November election, due to storage requirements following 2024 Federal Elections held, we will not have inventory to complete L&A testing prior to that election. Having funds available this year, the Secretary will investigate the possibility of placing an order for 40 additional v-Drives during the current FY since funding remains.
- ❖ Training: As outlined in the July 2024 EB meeting, the Share Point “Election Resources” functionality was launched on May 5. Immediately EOs notified the Secretary of issues in receiving the “invitation” sent by Microsoft and/or issues with file access and denials. Mr Heller, has found an alternative method by having a “link”, on the County website, for Officers to access resources through a stand-alone resources’ website. In discussions (phone 5/12) with the County IT department this was an acceptable rationale. Steps will be taken to implement soonest.

Action Items:

1. .Registrar will place an order with Hart for an additional 10 v-Drives immediately.
2. The current KNOWiNK invoice will be submitted for payment in the next cycle.
3. The Secretary, with consent of County IT department will take steps to realize the planned action mentioned above regarding Election Resources.

Signatures

Signed and accepted on: Date: May16, 2025

Susan Ruberry	Chair	<div>Signed by:  39E6ED3045E6408...</div>
Austin Schmidt	Vice Chair	<div>DocuSigned by:  D3A3C4627B384D1...</div>
Bob Heller	Secretary	<div>DocuSigned by:  10D397B870D046C...</div>