



# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



Date:	June 2, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	10:03 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:24 AM	Sect:	Bob Heller	Yes
Others Present None		Registrar:	Kathy Davenport	If needed
Guests Present: No members of public or political party representatives were present.				

**Notes:** Minutes of May 13 were approved and posted 05/19/25. Due to availability, today's meeting is in place of the scheduled June 10 meeting.

### Agenda Items:

#### ❖ Election Officers:

- On May 27 & 29 four existing officers in need of annual training completed same. One new officer is scheduled to be trained on Tue 6/3, BH reported.
- New Poll Pads: Despite the Board members setting aside the afternoons of 5/27 & 5/29 for hands on familiarization demonstration of our new poll pads, only a dozen officers partook of the opportunity, however, through availability of the on-line video tour, this should be adequate since the check-in process has not changed.

#### ❖ June 17 Primary Preparation:

- Monday, June 16<sup>th</sup>: Delivery & set up of polling place supplies and voting equipment. The Chair & Vice Chair will accompany two volunteers in delivery and set up the five polling places beginning at 7:30AM in Callao. The Secretary will assist the GR in pickup of voting equipment, ballots, and other supplies by the Chief Officers later that morning at the Registrar's office.
- Election Day: The board members have designated precincts to visit and assist in set up in the 5AM hour prior to polls opening at 6AM to ensure all is ready. Further, board members, along with GR staff, will be available all day to handle issues as they may arise during voting, and continue into Election evening with equipment return and reporting of early returns. Note that CAP Processing will come to order at Noon on Election Day in the GR Conference room.
- June 18<sup>th</sup>: Specified board members and volunteers will conduct Poll Place supply recovery beginning at 7:30AM the day following the election. Canvass will commence at noon this day, following delivery of required election day items to the Clerk of Court as required, and continue to completion, with requisite suspension as necessary. Thursday, June 19<sup>th</sup> is a Federal Holiday, thus no canvass will take place that day.
- Provisional, CAP, and SDR have post-election deadlines which will be followed.

#### ❖ FY Budget Status:

- County Administration has requested minor reductions to our FY 25-26 Budget Request. The total of two line items reductions amount to less than \$2000,

however, represents the required funds needed to meet projected expenses. The Board unanimously decided to request Administration to excuse our reductions due to the conservative nature of our initial request.

- The Board has identified two “recurring” operational expenses (described below) requiring a solution to be identified:
  - Our use of DocuSign for electronic approval of Monthly EB Meeting minutes for public posting and inspection: DocuSign requires an annual subscription (\$120) which the Secretary has paid for the last two years and has been reimbursed for. It would be more convenient to have a means for this recurring charge to be directly handled by a county procedural means such as a PayPal account or direct debit to a bank account.
  - Training and Election Resources have historically been made available via printed copy. Due to updates, replacements, and new materials availability, electronic delivery (as in most other jurisdictions) is preferable. In conversations with Northumberland IT department, and our IT security consultant, the possibility of creating a web page linked to the EB county page would be an optional and inexpensive, plan of action. However, hosting environments have no means for payment of annual fees by invoice and thus require a means of debiting a card or account. The Secretary will investigate a means to that end, with an operational deadline of August 1, 2025.

### Action Items:

1. The chair will contact the County Administrator regarding request.
2. Secretary will investigate recurring payments options available to us through county IT and/or Administration.

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### Signatures

Signed and accepted on:

Date: June 6, 2025

Susan Ruberry Chair

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Susan Ruberry  
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Austin Schmidt Vice Chair

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Austin B Schmidt  
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Bob Heller Secretary

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R.E. Heller  
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