



Northumberland County, Virginia

Minutes of Electoral Board Meeting



Date:	7/8/25	Member Attendees		Present
Location	Elections Office	Chair:	Susan Ruberry	Yes
Call to order	9:35 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:00AM	Sect:	Bob Heller	Yes
Others Present		Registrar:	Kathy Davenport	As needed
Guests Present: No members of public or political party representatives were present.				

Previous Minutes: Minutes of 6/10/25 + Canvas minutes were approved and posted..

Agenda Items:

- GR Performance review: In lieu of finalizing at this meeting, parameters and process were reviewed by the Secretary and a subsequent meeting was scheduled for 7/23/25 at 10:00 AM for Board finalization with subsequent conduct with the General Registrar and filing w/ELECT as required.
- Equipment Security Plan: Per ELECT advisory of May 14, our Annual Voting Security Plan acknowledgement must be filed by Aug 29. The original Plan was created 4-5 years ago and is in need of revisions. Code Blue will be contacted inquiring if they have any past history. The EB and GR will review for any edits needed, We shall meet (7/23) for final review, then at next regular EB meeting (8/12) complete and submit the required acknowledgement form.
- November Election Officer staffing:
 - Availability/Assignment: Currently listed Election Officers will be contact regarding November 5 availability and the assignment process initiated with hopeful completion & notification approximately Sep 1
 - Training: Live training session(s) will be scheduled for late October
 - Distance training to be assigned following completion of assignment. The Secretary has indicated that we may be able to establish an on-line training resources link on the Electoral Board page of the county website. This avenue will be further looked into, with an intent of establishment by Sep 1.

Action Items:

1. .Contact Code Blue regarding Equip Security and Web training, SR & BH.

Signatures

Signed and accepted on:

Date: 7/14/2025

Susan Ruberry Chair

Signed by:

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DocuSigned by:

Austin Schmidt Vice Chair

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Bob Heller Secretary

Certificate Of Completion

Envelope Id: 2038616E-5B94-4DA4-9BF0-91827D70CC30

Status: Completed

Subject: July Minutes

Source Envelope:

Document Pages: 1

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Robert E. Heller

AutoNav: Enabled

45 Back St.

Envelopeld Stamping: Enabled

Heahtsville, VA 22473

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

bh48@earthlink.net

IP Address: 65.99.126.75

Record Tracking

Status: Original

Holder: Robert E. Heller

Location: DocuSign

7/14/2025 6:20:28 AM

bh48@earthlink.net

Signer Events

Austin B Schmidt

augdog404@gmail.com

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

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Timestamp

Sent: 7/14/2025 6:25:05 AM

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Signed: 7/15/2025 8:43:24 AM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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Susan Ruberry

sruberry@co.northumberland.va.us

Security Level: Email, Account Authentication
(None)

Signed by:

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Resent: 7/23/2025 5:46:14 AM

Viewed: 7/23/2025 6:50:05 AM

Signed: 7/23/2025 6:50:47 AM

Signature Adoption: Drawn on Device

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Signed using mobile

Electronic Record and Signature Disclosure:

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Kathy Davenport

kdavenport@co.northumberland.va.us

Security Level: Email, Account Authentication
(None)

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Witness Events

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Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/14/2025 6:25:05 AM
Certified Delivered	Security Checked	7/23/2025 6:50:05 AM
Signing Complete	Security Checked	7/23/2025 6:50:47 AM
Completed	Security Checked	7/23/2025 6:50:47 AM
Payment Events	Status	Timestamps