



# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



Date:	8/12/2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	9:45 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	12:10 PM	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 July 8 & 28 were approved and posted.

### Agenda Items:

#### ❖ Closed Session:

- The Secretary stated *"I move that the Electoral Board of Northumberland County, Virginia, convene in closed session as authorized in subsection A of §2.2-3711 or other provision of law, and applicable exemption from open meeting requirements as provided in subsection A of §2.2-3711 or other provision of law, to discuss the ELECT Annual Bonus program which could disclose personal information"*.
- Upon completion of the discussion in closed session, the Secretary stated: *"I move that the Electoral Board of Northumberland County, Virginia, certify that in the closed session just concluded the only matters discussed were the parameters of the ELECT Annual Bonus program as directed by § 24.2-653.01 of the Code of Virginia, and as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act."*
- VOTE - Above motions were seconded and passed unanimously.

❖ June Primary No discussion as all topics had been previously closed.

#### ❖ Equipment status and FY Budget:

- ❖ Hart personnel visited to inspect/remedy our reported issue with roller replacement for our scanners. All were inspected, with five (5) machines being taken to Hart for further service. The Board's understanding is that said repair will be conducted at "no-charge" as per previous voicemail communications.
- Purchase of new equipment:
  - ❖ We have been advised that our previous Capital Improvement Program request has been conceptually approved for this fiscal year, however not funded. The Chair will take steps to contact County Administration re, resolution.
  - ELECT has a Grant Program about which the Secretary will investigate and apply for this expected expenditure.
  - ❖ We agreed that a timeline for funding, purchase and implementation of updated Hart equipment would be created. The Chair will follow through on this initiative by contacting Hart for assistance. Chair to draft communication for County Administration.

## ❖ Elect Advisories:

- ❖ Equipment Security Plan: Acknowledgement to ELECT of compliance is due by August 29<sup>th</sup>. The GR has provided required edits to the existing plan. The document has been updated with the signed acknowledgement form submitted as required.
- ADA annual compliance: Acknowledgement is due to ELECT by 9/1/25 for our polling places. The Vice Chair will contact the polling places and prepare acknowledgement for submission as required.
- ❖ Nov 11<sup>th</sup> Holiday: This date falls within our panned Canvass period for the General Election. It was decided IF local or state facilities honor this holiday, we would abide with that intent.

## ❖ November General Election Preparation:

- ❖ Forty- eight (48) v-drives have been returned to Hart for needed election programing upon ballot finalization and approval.
- Ballots –
  - ❖ Final ballot proofs will not be available until after August 15 due to filing requirements in the Town of Kilmarnock. This should not adversely impact our Election readiness.
  - ❖ L&A Testing for Early Voting will take place on Fri 9/5 at 10AM in our facility. Notification to County party chairs and others, as required, to be completed by Registrar.
  - We discussed the quantities of ballot types needed for the Nov 4 election cycle for ordering upon finalization of all candidates and referendums. A total of approximately 7,900, distributed appropriately for each ballot type, will be ordered upon approval of ballot proofs.
- Training:
  - Assignments for Election Day Officers is in progress and will be made by the end of August.
  - Required training classes were scheduled as follows:
    - Mass Training: 2 sessions, Wednesday & Thursday, October 29/30 at 1PM and held at St. Stephen's Church. A Chief/Asst Chief meeting will be held Wednesday 10/22 at 1PM and held at the Northumberland Sheriff's Office.
    - The Secretary will make reservations for space as needed.
    - Training Points of Emphasis for above will be updated.
- Facility Lease: A rental agreement has been provided to us by County Administration. We will familiarize ourselves with its provisions in anticipation of future renewal.

➤ Adjournment at 12:10PM

### Action Items:

1. The Board Chief will contact county administration regarding funding of our proposed voting equipment purchase.
2. The Board Secretary will investigate and apply for an ELECT grant covering the above purchase.
3. The Vice Chair will prepare and submit the ADA compliance response to ELECT.

### Signatures

Signed and accepted on:

Date: August 16, 2025

Susan Ruberry Chair

Signed by:

*Susan Ruberry*

39E8ED3043E8409...

DocuSigned by:

Austin Schmidt Vice Chair

*Austin B Schmidt*

B3A3C4627B304D1...

DocuSigned by:

Bob Heller Secretary

*R. E. Heller*

10D397B870D046C...