



# Northumberland County, Virginia

## Minutes of Electoral Board Meeting



Date:	Sep 9, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	9:39AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	10:39AM	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 the August meeting have been approved and posted.

Having a personnel matter to discuss, immediately upon Call to Order, the Vice Chair called for a closed meeting.

### EXEMPT FROM PUBLIC DISCLOSURE CODE OF VIRGINIA 2.2-3712

This is a "Special Closed" meeting to consider a personnel matter.

Per Code of Virginia 2.2-3712 I, minutes are not required for closed meetings. If minutes are kept, they should be clearly marked.

- ❖ *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.

### Agenda Items

- ❖ **EB Budget:** Through the current FY, as of 8/31, the Board is on track in spending. The recent repair on the scanners has been completed at no cost to the Board or County as these items should have been included in the previous Preventative Maintenance performed. Relative to our procurement of the new Vanguard equipment, we have received a quotation from Hart Inter Civic for ~\$150,000. The CIP request was conceptually approved, however not yet funded. We intend to request same through County Administration and Board of Supervisors. We learned that the previously reported Grant program is no longer in effect through the Va. Department of Elections.
- ❖ **ELECT Advisories:** Advisories received on FOIA in the past month, or carried over from previous months, include ADA Compliance, FOIA requests processes, and a pending Risk Limiting Audit were each discussed fully.
- ❖ **Election Preparation:** Nov 4, 2025: Ballots have been approved and received per schedule. Work continues to acknowledge receipt and implement use. We have

been advised (ELECT) that L&A testing certification is due to ELECT as soon as possible. To that end we will convene continuance of this process on Thursday 9/11; Monday 9/15 and Tuesday 9/16, with all beginning at 10AM. Appropriate notification will be sent to the respective party chairs. Draft Election Officer Election Day appointments have been made and will be communicated on or near October 1. A Chief Officer's Meeting has been set for October 22, and our Mass EO training for October 29 & 30. Confirmation of space is in progress and will be confirmed shortly. Due to the nature of expecting considerable Write-in candidate activity (pct 3) and a countywide local referendum these topics will be included in training initiatives for the November 4 Election.

- ❖ With no additional business identified, a motion was made, 2<sup>nd</sup> and passed unanimously at 10:39AM

**Action Items:**

- ❖ The Chair will draft a letter to the County Administrator based on Closed meeting.
- ❖ The Board, working with consultation with the GR, will dutifully manage any FOIA requests in the proscribed manner.

Signatures

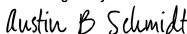
Signed and accepted on:

Date: Sept. 24, 2025


Susan Ruberry    Chair

Signed by:  
  
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Austin Schmidt    Vice Chair

DocuSigned by:  
  
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Bob Heller        Secretary

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