



Northumberland County, Virginia

Minutes of Electoral Board Meeting



Date:	March 26, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	10:03 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	10:55 AM	Sect:	Bob Heller	Yes
Others Present		Registrar:	Kathy Davenport	If needed
Guests Present: No members of public or political party representatives were present.				

These minutes reflect the Specially Called meeting of this date.

Upon call to order the Secretary made the motion to enter a Closed Session due to the nature of an identified Personnel issue to be discussed.

- ❖ **Enter Closed Session:** Mr. Heller moved 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 a personnel matter that could disclose personal information of an individual. The motion was seconded and carried unanimously.
- ❖ **Returning to Open Session:** Mr. Heller moved that the Electoral Board of Northumberland County, Virginia, certify that in the closed session just concluded the only matters discussed were a matter of a personnel nature, 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.
The motion was seconded and carried unanimously
- ❖ **FY Budget:** In a recent meeting with the County Administrator and Bookkeeper Ms. Ruberry was advised that with the late date of the June 17 primary election, Election Officer pay would not be addressed in the FY24-25 budget but rather fall into the FY25-26 budget. Our current balance in that line item will have a surplus which can be transferred into a needed area. The requested FY25-26 budget line item for Election Office compensation should be adequate as requested. (post meeting analysis confirmed this line as such)
One current Election Officer (DH) has volunteered to assist with Polling Place set-up and take down duties additional to his regular Election Day duties. Per the above-mentioned meeting also revealed this payment to be set up as a separate category. See Action Items for needed tasks.
- ❖ **New Poll Pads:** The recently purchased Knowink units have been unpacked and assigned as necessary. Mr Heller advised he is working on the development of any training updates needed to be implemented in time for the June primary election.
- ❖ **V-Drives:** We discussed & identified a need to procure additional Hart v-Drives prior to the upcoming elections. The Registrar will be advised.
- ❖ **Adjournment:** 10:55 AM

Action Items:

- 1. **DH Pay:** Ms. Ruberry to consult with the Registrar/Administration to establish a new pay structure and Mr Heller will advise the respective officer.
- 2. **Poll Pads:** Mr Heller will affect new training materials as needed for the updated equipment in time for a May rollout.
- 3. **V-Drives:** Ms. Davenport has been advised to include a new order with Hart IC at this time to include an additional 10 v-Drives in the existing quantity being prepared and supplied by Hart for the June Primary. Mr Heller will place a "To Do" item on the EB Calendar to order 40 additional drives in July for November Election.

Signatures

Signed and accepted on:

Date: March 31, 2025

Susan Ruberry Chair

Signed by:
Susan Ruberry

Austin Schmidt Vice Chair

Austin B Schmidt

Bob Heller Secretary

Bob Heller