

Northumberland County, Virginia Minutes of Electoral Board Meeting



Date:	April 24, 2025	Memb	Present			
Location	Registrar's Office	Chair:	Susan Ruberry	Yes		
Call to order	10:10 AM	Vice Chair:	Austin Schmidt	Yes		
Adjourned	11:22 AM	Sect:	Bob Heller	Yes		
Others Present		Registrar:	Kathy Davenport	If needed		
Guests Present: No members of public or political party representatives were present.						

Special Meeting: The purpose of this meeting is to review & submit our 2025 LESS Compliance Report to ELECT as required prior to May 1, 2025.

- ❖ The L.E.S.S. (Local Election Security Standards) by nature contains sensitive IT security assessments, recommendations, and analysis. As such, the content is to be discussed in a "closed" meeting".
 - At 10:15 AM Mr. Heller entered the following motion: "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 a matter that could disclose sensitive security information". Said motion passed unanimously.
- ➤ Upon conclusion of LESS discussion, Mr. Heller entered this motion: "I move that the Electoral Board of Northumberland County, Virginia, certify that in the closed session just concluded the only matters discussed were L.E.S.S. Security Certification, 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." Said motion passed unanimously.
 - > The results of the session as confirmed (by Code Blue) shows we are in full compliance with standards of policy.

❖ Other Business:

- Preparations were made for the first round (EV) of L&A testing and procedures reviewed. This will take place, Tuesday, April 29, 2025
- At a future point we will be in need for updating our existing voting equipment to meet expectations. With funds available in the current FY, we will investigate the possibility to make a "downpayment" from the current FY budget funds.
- ❖ At 11:22 AM the Secretary called for adjournment. With unanimous approval we adjourned.

Signatures

Signed and accepted on:				April 28, 2025
Susan Ruberry	Chair	signed by: Susan Ruberry		
Austin Schmidt	Vice Chair	Joseph B Schmidt		
Bob Heller	Secretary	D3A3C4627B384D1 DocuSigned by: R. E. H. L.		

Kathy Davenport

From:

Michael Bergamo <mbergamo@codebluetechnology.com>

Sent:

Thursday, April 24, 2025 10:41 AM

To:

Kathy Davenport

Subject:

RE: L&A documents & stuff...

Yes, 100% of all baselines were met!



Michael Bergamo | Business Development Manager | CodeBlue Technology

Direct: 804.521.7684 | Richmond: 804.521.7660 | Northern Neck: 804.456.4500

When your company depends on IT

From: Kathy Davenport <kdavenport@co.northumberland.va.us>

Sent: Thursday, April 24, 2025 10:30 AM

To: Michael Bergamo <mbergamo@codebluetechnology.com>

Subject: RE: L&A documents & stuff...

Hey-did we meet all baselines?



Offices of the Electoral Bd & Director of Elections

Northumberland County, Virginia

James R. Hundley, DVM Memorial Building

45 Back Street, PO Box 84

Heathsville, Virginia 22473

Phone: 804-580-4655; Fax: 888-690-1934

Check your registration status, apply to register to vote, or apply for absentee ballot at: https://www.elections.virginia.gov/citizen-portal/index.html

From: Michael Bergamo < mbergamo@codebluetechnology.com >

Sent: Thursday, April 24, 2025 9:53 AM

To: Susan Ruberry < sruberry@co.northumberland.va.us >; Bob Heller < bheller@co.northumberland.va.us >; augdog404

<augdog404@gmail.com>

Cc: Kathy Davenport <kdavenport@co.northumberland.va.us>

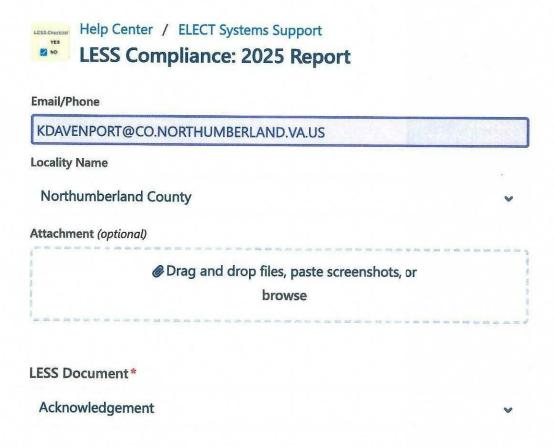
Subject: RE: L&A documents & stuff...

I apologize for missing you guys this morning, If there are any changes or questions to the submission, I am available by phone.

Help Center

Requests 1





2025 Locality Election Security Standards Remediation Acknowledgement

The Locality Electoral Board (at least two members) and Locality Administrator/Manager and/or IT Director must acknowledge the below:

The results of the LESS compliance review and the remediation plan were discussed during a closed session of an Electoral Board meeting held:

Electoral Board Meeting Date*

4/24/2025

0

Was the locality out of compliance with any of the baseline controls?

Yes

O No

Acknowledgment Date*

4/24/2025

0

Name (First, Last)*

Role*

Susan Ruberry

Chair

~

Name (First, Last)*

Role*

AUSTIN SCHMIDT

Vice Chair

~

Name (First, Last)*

Role*

ROBERT HELLER

Secretary

V

Name (First, Last)

Role

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LESS Compliance: 2025 Report - ELECT Systems Support - Service project

ROBERT HEADLEY

IT Director

V

Name (First, Last)

Role

E. LUTTRELL TADLOCK

County Administrator

~

Create Cancel

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