



Northumberland County, Virginia

Minutes of Electoral Board Meeting



Date:	April 24, 2025	Member Attendees		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:

Date: April 28, 2025

Susan Ruberry Chair

Signed by:

Susan Ruberry

39E6ED3045E6409...

DocuSigned by:

Austin Schmidt Vice Chair

Austin B Schmidt

D3A3C4627B384D1...

DocuSigned by:

Bob Heller Secretary

Bob Heller

10D397B570D046C...

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](#) / [ELECT Systems Support](#)

LESS Compliance: 2025 Report

Email/Phone

KDAVENPORT@CO.NORTHUMBERLAND.VA.US

Locality Name

Northumberland County



Attachment (optional)

 Drag and drop files, paste screenshots, or
browse

LESS Document *

Acknowledgement



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



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

☐ Yes

☒ No

Acknowledgment Date *

4/24/2025



Name (First, Last) *

Susan Ruberry

Role *

Chair



Name (First, Last) *

AUSTIN SCHMIDT

Role *

Vice Chair



Name (First, Last) *

ROBERT HELLER

Role *

Secretary



Name (First, Last)

Role

ROBERT HEADLEY

IT Director

▼

Name (First, Last)

E. LUTTRELL TADLOCK


Role

County Administrator

▼

Create

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