



Northumberland County, Virginia Electoral Board

The Northumberland County, Virginia Electoral Board (EB) conducted a meeting held at the Registrar's Office, 45 Back Street, Heathsville, Virginia, 22473 on 13 January 2026. The following notes summarize discussions and decisions.

Meeting Attendance:

Austin Schmidt, returning EB member
Joseph Rosenthal, recently appointed
Wayne Hausser, recently appointed
David Heath, outgoing Board Secretary
Kathy Davenport, Registrar

Meeting Documents

- | | |
|---|---|
| A | Blank Virginia Department of Elections EB Information Form |
| B | Letter from Board of Supervisors with FY27 budget request |
| C | David Heath email (23 Dec 2025) Subject 26-27 Draft EB Budge Proposal with attached draft budget proposal |
| D | Resignation letter from Preston Creasy (Election Office) |
| E | Untitled list of tasks pending Election Board involvement and action |

Meeting Minutes

1. Meeting Called to Order at 10 am
2. Election Board Officer Positions
 - The following positions were decided.
 - Austin Schmidt – EB Chair
 - Joseph Rosenthal – EB Vice Chair
 - Wayne Hausser – EB Secretary
 - The completed form (A) was submitted to the Registrar for processing
3. Fiscal Year 2027 (FY27) Budget Discussion
 - Budget Line 1301 Electoral Board and Officials using document B
 - Relation to Budget Line 1302 discussed
 - FY2027 defined as 1 July 2026 through 30 June 2027
 - David Heath explained the FY027 Budget (C) proposal followed by discussion of each budget item.

- The Board approved the draft budget proposal as written, and the Board President explained that he will appear before the Board of Supervisors when requested to present the budget proposal.

4. Voting Machine Request

- In addition to the operational budget, the EB is requesting additional funding to purchase replacement voting machines for Northumberland County.
- New voting machines are required to meet the new standards set by the State of Virginia.
- David Heath solicited and received an initial bid from Hart InterCivic (Hart). Hart is the current vendor to Northumberland County and an accepted industry provider in Virginia. This bid was high and included items and services that were not required.
- David Heath reviewed the itemized equipment list with the Hart program manager and negotiated a purchase of only the essential equipment and services. The revised cost proposal (\$124,692) is limited to only the equipment needed to meet current voting standards.
- A second cost proposal (\$67,355) was developed for acquisition of half of the equipment required to meet current standards. This option is executable by deferring acquisition of a portion of the equipment. It will delay required compliance and it has an increased total cost to the county.
- The estimate is for nine voting machines. Each of the five precincts require one scanner and one is for early voting at the registrar's office. Two are required as back-ups and the last will be reserved for training of poll workers and officers.

5. Virginia Electoral Board Association (VEBA) and Training

- The new EB members are required to attend VERB Boot Camp.
- The Vice Chair stated that he would register for an attend the Boot Camp scheduled for 7 February in Milford, VA.
- The Secretary will register and attend the Boot Camp and VEBA Meeting, 23-25 March in Hot Springs, VA.

6. 2026 Calendar Discussion

- Monthly meetings are Second Tuesday and the meeting time is to be shifted from 10 am to 2 pm.
- The next meeting will be conducted ~~10 February 2026~~ 3 February 2026*, at the Registrar's Office

** Note – Following the meeting and prior to the publishing of these minutes, and additional schedule conflict was identified and discussed. The February EB meeting was rescheduled to 3 February 2026 to allow all appointed members to attend the meeting.*

7. Activities planned for prior to next meeting:

- o Board Secretary will complete and submit ~~meetings~~ ^{minutes} for review and approval.
- o New board members will register for VEBA training in February and March.
- o Board Chair will work the list of actions provided by the Registrar and notify the remainder of the board when assistance is welcome/required.

8. The meeting was not formally adjourned because an informal tour of the Registrar building was conducted. This tour included the history of the building as a veterinary clinic as well as identification of the voting of equipment stored in the facility.

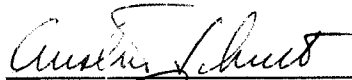
Minutes Review and Approval

Board Member

Signature

Date

Austin Schmidt, Chair



19 JAN 2026

Joseph Rosenthal, Vice Chair



19 Jan 2026

Wayne Hausser, Secretary



19 Jan 2026



Submit completed form via JIRA ticket

Locality: _____

☐ City

☐ County

CHAIRMAN

First Name

Last Name

Address

E-mail

Phone Number

Alternative Phone

Political Party Represented

Date Appointment Effective

Date Term Expires (December, _____)

VICE CHAIRMAN

First Name

Last Name

Address

E-mail

Phone Number

Alternative Phone

Political Party Represented

Date Appointment Effective

Date Term Expires (December, _____)

SECRETARY

First Name

Last Name

Address

E-mail

Phone Number

Alternative Phone

Political Party Represented

Date Appointment Effective

Date Term Expires (December, _____)

I certify that the above members have qualified by taking and subscribing to the oath set forth in Article II, § 7 of the Constitution and that the officers indicated were elected at a meeting of the Electoral Board held immediately following the appointment and qualification of any new (or reappointed) members.

Date: _____, Secretary

SUPERVISORS

James W. Brann
Callao, VA 22435
District I

Richard F. Haynie
Heathsville, VA 22473
District II

James M. Long
Wicomico Church, VA 22579
District III

A.C. Fisher, Jr.
Wicomico Church, VA 22579
District IV

Charles H. Williams, IV
Reedville, VA 22539
District V



COUNTY ADMINISTRATOR

E. Luttrell Tadlock
Heathsville, VA 22473
804-580-7666 (Voice)
804-580-7053 (Fax)
ltadlock@co.northumberland.va.us

Northumberland County, Virginia

Board of Supervisors

P. O. Box 129 • 72 Monument Place
Heathsville, Virginia 22473

To: Constitutional Officers, County Offices, Nonprofit Agencies, State & Local Agencies.

From: Northumberland County Board of Supervisors

Re: FY2027 Budget Requests

All County offices and organizations that receive local appropriations are required to submit an annual budget request. This year's focus is on reviewing actual expenses for the past two years and what is minimally required to operate for fiscal year 2027.

Offices and agencies are expected to maintain a flat budget except for the areas outlined below where the Board has provided specific guidance.

All organizations receiving County funds are required to submit the attached information by February 2, 2026. Nonprofit organizations that receive County funding are required to submit the annual report outlining the results of the prior year's funding. The budget request will not be analyzed without this full set of information and will be returned as incomplete.

The budget submission must also include a full list of all existing contracts, the full amount of the life of the contract, the expiration date of the contract, and the annual costs for such contracts. The County finance team will be reviewing all purchases of supplies and common services to determine if central or collaborative purchasing can reduce costs and burden for each division.

The Board of Supervisors is interested in providing a compensation increase this year for all County staff. The County finance team will be calculating budget options that include a compensation increase of .5%, .75%, or 1% based on this year's salary levels and insurance rates for all divisions except the school.

The County finance team will review all submissions and schedule initial meetings with division heads during February. The full County budget will be submitted to the Board of Supervisors.

Budget Request Form FY27
1301 Electoral Board and Officials

		<i>24/25</i> <i>25/26</i> FY25 request	<i>24/25</i> <i>25/26</i> FY25 expenses	<i>25/26</i> FY26 request	FY26 expenses to date	<i>26/27</i> FY27 requirement
1001	Salary-Board Members	8,500	8,072	8,500	2,772	-
1002	Salary-Assistant	-	-	-	-	-
1015	Compen.-Judges, Comm.	43,974	31,495	55,640	1,953	-
2001	FICA	1,000	1,090	1,000	361	-
2002	VRS	-	-	-	-	-
2003	Life Insurance	-	-	-	-	-
2004	VRS HIC	-	-	-	-	-
2006	VRS Disability Program	-	-	-	-	-
2009	Unemployment Insurance	150	20	128	6	-
3004	Repairs and Equipment	1,000	194	500	-	-
3006	Printing	12,500	9,316	12,500	-	-
3007	Advertising	1,000	185	500	-	-
3013	Contractual Services	23,000	22,842	25,000	11,085	-
5201	Postal Services	1,000	1,588	2,000	23	-

5203	Telecommunications	-	-	-	-	-
5204	Election-Temp Phone	-	-	-	-	-
5401	Office Supplies	1,200	1,831	1,500	331	-
5403	Material and Supplies	1,500	1,420	3,000	642	-
5501	Travel (Mileage)	1,500	736	3,000	-	-
5504	Travel (Convention & Edu)	1,000	-	1,000	-	-
5801	Dues & Associations	200	200	200	-	-
6003	Training	2,500	-	1,500	-	-
6801	Officers-Travel Account	1,000	-	-	-	-
7002	Capital Outlay	15,000	16,608	12,500	-	-
8002	Rent	36,100	30,163	37,000	8,521	-
Activity Totals		152,124	125,759	165,468	25,693	-

impact to operations if not funded

Calculated by the County Admin. Office/any request can be noted

Calculated by the County Admin. Office

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draft

Kathy Davenport

From: David Heath
Sent: Tuesday, December 23, 2025 12:18 PM
To: Kathy Davenport; Austin Schmidt
Subject: FY26-27 Budge proposal
Attachments: 26-27 DRAFT EB budget.xlsx

Austin & Kathy,

Attached is the budget request for FY26-27, which includes additional funds allocated to the Training account. These funds are intended to support the significant training and documentation efforts required for our upcoming voting system transition and other key initiatives.

As you prepare for a very busy 2026, here are some of the major challenges ahead:

- On boarding two new team members
- Transitioning to a new voting system while continuing to conduct elections on the current system
- Revising and updating all operational documents and procedures for every Election Board (EB) and Officer of Election (OE) role
- Comprehensive training on the new equipment, followed by testing and certification

Key Considerations for the Voting System Transition Changing voting systems while elections are ongoing is complex and requires careful planning. A well-coordinated project schedule is essential—not only for the implementation itself, but for all related Election Board activities. Think of this as “changing the tires on a moving bus.” At some point, you will need to operate two systems concurrently during the transition.

To ensure a smooth migration with minimal disruption, we strongly recommend developing a comprehensive transition plan that integrates:

- Hart InterCivic's implementation activities
- Election Board's full responsibilities and timelines
- Election preparation, conduct, and follow-up cycles (typically 6 months prep + 1 month closeout per election)

Additional Steps to Plan For

- **Retiring the old system** Every procedure related to preparation, operation, and maintenance will need to be reviewed, revised, and updated for the new system. This is a major undertaking and one reason we've increased the Training budget.
- **Space, security, and storage** Do not assume the new system can be stored in existing spaces. Evaluate new space requirements, security needs, and operating constraints. You will also need to store both the old and new systems during the transition period.
- **Delivery and acceptance testing** Plan for receiving, testing, and certifying the new equipment while maintaining the old system.
- **Data and media disposal** Comply with all legal and security requirements for retiring and disposing of old system data and media.

Training – Our Largest Investment The most significant commitment of time and resources will be training and education. We must ensure that election officials, poll managers, poll workers, maintenance specialists, programmers, and voters are fully prepared and confident with the new system.

- Define clear learning outcomes and demonstrated skill levels for each stakeholder group.
- Use the allocated training budget to deliver high-quality training and evaluate its effectiveness.

I encourage you to start identifying opportunities to improve both direct and supporting processes as we deploy the new system. Hart will provide critical support for their portion of the project, but the overall success depends on our integrated planning and execution.

5201	Postal Services	1,000	1,588	2,000	23	1,000
5203	Telecommunications	-	-	-	-	-
5204	Election-Temp Phone	-	-	-	-	-
5401	Office Supplies	1,200	1,831	1,500	331	1,200
5403	Material and Supplies	1,500	1,420	3,000	746	1,500
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5801	Dues & Associations	200	200	200	-	250
6003	Training	2,500	-	1,500	-	2,500
6801	Officers-Travel Account	1,000	-	-	-	1,000
7002	Capital Outlay	15,000	16,608	12,500	-	12,000
8002	Rent	36,100	30,163	37,000	11,555	35,000
Activity Totals		152,124	125,759	165,468	49,642	148,600

Note 1 FY 26-27 budget is based on three elections. 1) Aug Special Election, if called (US House) and 2) Nov 3, 2026 Midterr

Note 2 CAP is budgeted for 3 officers for 3 full days: Including, 1 full day pre-election for pre-processing; 1 full day on the Satur following to finalize late arrivals. This amounts to 3 full days for pay purposes.

Note 8
Virginia Electoral Board Association
Purchase of new equipment will require revision of training materials (videos and documents).
GR office lease, heating oil, electric

n election and 3) potential primaries for Senate, House and BoS.

day prior to Election Day for pre-processing + 1/2 day of Election + 1/2 day

performed in Precinct locations by Chief & Asst. Chief are performed, and

nic pollbooks. (2) Cybersecurity contract to comply with 2019 HR2178 and Dept of
ive programming

olling places for each precinct (toner, paper, stickers, envelopes, etc.).

ate

impact to operations if not funded

Calculated by the County Admin. Office/any request can be noted

Calculated by the County Admin. Office

Note 1, 2 & 3

Calculated by the County Admin. Office

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Note 4

Note 5

Note 6

Note 7

- Note 3** Early Voting at GR office will benefit by having 2 Officers of Election assigned on select days to assist GR staff. Duties budgeted, by GR personnel.
- Note 4** Supplies for cleaning, maintaining voting machines.
- Note 5** Ballots, sample ballots, map
- Note 6** Printing legal notices in the paper
- Note 7** (1) Recurring annual charges for warranty, tech support, and software licenses for voting machines and PollPad electronic Elections cybersecurity requirements: Testing; monitoring; training; incident response; email and network security. V-dr
- Note 8** Traffic cones and signs needed for polling place parking lots for traffic and pedestrian control. Other items needed at p

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There should be one person, to whom questions or assistance in developing the transition schedule, training plan, or any related documentation, available to ensure consistency. Someone should be appointed as project manager.

I have enjoyed working on the EB and should the opportunity arise would like to do so again. Thank you for your dedication and hard work. I know this will be a challenging year, but with good planning and teamwork, you will make it successful.