

# TRANSYLVANIA COUNTY BOARD OF ELECTIONS

## MEETING MINUTES

MAY 2, 2019

The scheduled meeting of the Transylvania County Board of Elections was called to order at 10:00 am on May 2, 2019 at 150 South Gaston Street, Brevard, NC 28712.

### **Present**

#### **Board Members:**

Sara Champion, Chair  
Lee McMinn, Secretary  
David Morrow  
Pam Dashiell  
Michael Wainwright

#### **Staff:**

Jeff Storey, Director  
Laura Owen, Deputy Director  
Bria Bailey, Deputy Director

Visitors: Kathleen Barnes, Kathleen Voltz

### **Approval and Review of Previous Minutes**

**Chair Champion made a motion to approve the minutes from April 4, 2019. Secretary McMinn seconded. The motion unanimously carried.**

### **New Precinct Lines**

Director Storey informed the board the State has not released the new precinct lines.

### **DIRECTOR UPDATES**

#### **Voter ID**

The board was briefed on the implementation of the voter ID equipment. Director Storey stated the State template and database were not received until 2:45 PM on April 30, 2019. The voter ID printer was tested and operational on May 1, 2019. Mr. Storey explained that the equipment database is currently connected to the local server and is not a stand-alone device. There was discussion on the procedures for issuing badges for new and current voters. The board was informed that cards can be issued immediately or mailed in the event the hardware is off-line. Chair Champion asked if we still had the public outreach scheduled for August. Director Storey confirmed the State Board will be conducting the Voter ID seminar on August 1<sup>st</sup> and 3<sup>rd</sup>. Advertising will begin two weeks prior with the State Board reimbursing the county for the cost.

#### **CERA Workshop**

The board was given a summary of the workshop attended by Director Storey and Deputy Director Owen. The workshop and classes provided the necessary coursework to complete / re-certify staff credentials as Elections Administrators. Topics included cybersecurity, legislative updates, UOCAVA integrity issues, and crisis management.

**Petty Cash Policy**

The board reviewed the draft of the Election Center petty cash policy and had no further changes to the document. The policy revises the rates for report request and puts written procedures in place for the use of petty cash. **Chair Champion made a motion to approve the policy as presented. The motion unanimously carried.**

**New Equipment**

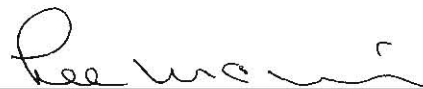
Considering the timeline for the voting equipment acquisition and implementation, the board unanimously confirmed to proceed with the procurement of the ES&S DS200 and supporting materials to begin utilizing in the 2019 Municipal Election. Director Storey voiced concern with the still unresolved certification of new ADA equipment and informed the board the alternate ADA device (Automark) may need to be tested this November as a contingency plan. **Chair Champion made a motion to draft a resolution stating the Board’s intentions to utilize the ExpressVote for early voting and ADA in 2020 with an explanation of the additional financial burdens should the new equipment not be certified as a ballot marking device. The motion unanimously carried.**

**Board and Public Comment**

Chair Champion asked if there has been any further information on the budget process. Director Storey indicated no but would follow up with the finance director. There were no public comments.

**On a motion by Chair Champion, seconded by Secretary McMinn, the meeting was adjourned at 11:39 am.** The next scheduled meeting will be at 10:00 am on June 6, 2019, at 150 South Gaston Street, Brevard, NC 28712.

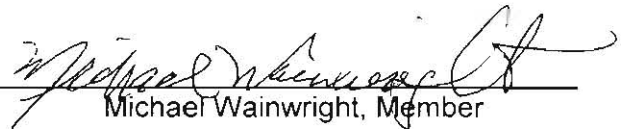
Respectfully submitted,



Lee McMinn, Secretary

  
Sara G. Champion, Chair

David P. Morrow, Member

  
Pam Dashiell, Member  
Michael Wainwright, Member

Approved by Board on: 6/4/2019