

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
MEETING MINUTES
FEBRUARY 6, 2020

The scheduled meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 10:00 am on Thursday, February 6, 2020 at 150 South Gaston Street, Brevard, NC 28712.

Present

Board Members:

Staff Members:

Chair:	Sara Champion	Director:	Jeff Storey
Secretary:	Lee McMinn	Deputy Director:	Laura Owen
	David Morrow	Deputy Director:	Bria Bailey
	Pam Dashiell		
	Michael Wainwright		

Visitors: Kathleen Barnes, Ruth Harris

Board Meeting Etiquette

Director Storey asked the board if they wanted to adopt the practice of not seconding a motion during board meetings based on the information provided at the State Board of Elections Conference. Chair Champion explained that the person making a motion already has a substantial percentage of the board at 20 percent which makes the second motion irrelevant. **Ms. Dashiell moved to adopt the policy to not require seconding a motion. Seconded by Mr. McMinn. The motion unanimously carried and is effective immediately.**

Precinct Official Vacancies / Appointments

Director Storey provided the board with a list of workers needing appointments and the remaining needs for Election Day. **Mr. Morrow moved to appoint the precinct officials as presented in Brevard #2, Brevard #3, Brevard #4, Cathey's Creek, East Fork, Little River, Pisgah Forest, Rosman Eastatoe, TC7, and Williamson Creek. The motion unanimously carried.**

Budget FY 20-21 Draft

Director Storey presented the board with a draft copy of the budget proposal for FY 20-21. The director went through an itemized list of projected expenses and asked for questions. There was board discussion regarding community centers and the fees associated with using them on Election Day. Considering the winterization issues with TC7, the director stated he is confirming availability for the other locations. The board asked questions regarding line items included in office supplies, operating supplies, and other equipment with minor suggestions. Director Storey noted the updates and will adjust the budget accordingly. The board discussed the options regarding purchasing additional ExpressVotes for Election Day voting. Options considered were

asking for the remaining equipment all at once or incrementally over the next few fiscal years. The Director stated incremental purchases would also keep the costs down in the event it was decided to consolidate precincts in the future. The board agreed to incremental purchases.

DIRECTOR UPDATES

TC7 – Lake Toxaway Community Center

Lake Toxaway Community Center notified the director they had shut down the site for the winter. Director Storey worked with the county manager to have the county cover the heating costs for the month of March. The director stated it would be cheaper to pay the heating cost for the month rather than mass mailing voters to notify them of a location change as required by law. The board agreed.

Mock Election

Director Storey informed the board there will be a second mock election scheduled for Monday February 10, 2020 to retest election results communication between the State Board and county board voting equipment. This was needed to ensure results were published correctly to the State Board with the new Electionware software.

One Stop Setup and Training

One Stop Early Voting set-up will begin Monday according to the director. The ExpressVote booths will not arrive until the end of the February so staff are considering using tabletop dividers around the equipment for privacy. OVRD training is ongoing.

Absentee by Mail

The board was told that 121 absentee ballots have been mailed out with 5 military/overseas with 19 ballots currently returned. Director Storey reminded the board the first absentee meeting will be on February 11, 2020 at 5 pm.

Board Comments

Chair Champion asked the director to walkthrough the process after the voter checks in. The director explained the voter will give the signed application to the machine attendant who will annotate the absentee number on the back of the ballot card. The attendant will walk the voter to the ExpressVote machine, enter precinct and ballot style, and give the voter instructions on how to use the equipment. The voter will take the voted ballot card to the tabulator and insert it with guidance from an attendant, if needed.

Public Comments

Kathleen Barnes asked if the director had received any student applicants to work the elections. The director responded he had not.

Ms. Barnes stated in the interest of making it easier to vote that she would not want to see a reduction in the number of precincts. Budgetary concerns aside, driving distance could be an issue. Secretary McMinn stated there is no current plan to consolidate precincts at this time. The director mentioned it is brought up whenever we have staffing issues and the real problem is finding precinct officials to work the polling sites.

On a motion by Secretary McMinn, the meeting was adjourned at 10:55 am. The next scheduled meeting will be at 5 pm on February 11, 2020, at 150 South Gaston Street, Brevard, NC 28712 to consider absentee applications.

Respectfully submitted,



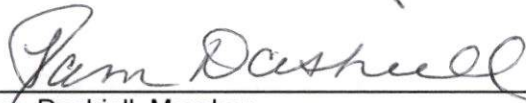
Lee McMinn, Secretary



Sara G. Champion, Chair



David P. Morrow, Member



Pam Dashiell, Member

Michael Wainwright, Member

Approved by Board on: May 7, 2020