

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
SPECIAL MEETING MINUTES
APRIL 9, 2020

The special meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 10:00 am on April 9, 2020 at 150 South Gaston Street, Brevard, NC 28712 and via Zoom video conferencing.

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: None

One Stop Plan for 2020 Congressional Run-off

Director Storey presented the one stop early voting plan for the 2nd primary. There were no changes to the original plan that was unanimously agreed upon. Hours will remain 8:30 am to 5 pm on weekdays and 8:00 am to 3 pm on the last Saturday. **Secretary McMinn moved to accept the One Stop Plan as presented. The motion unanimously carried.**

Absentee meeting schedule and resolution to count

The director provided the board with the minimum dates required for absentee meetings and to consider if any additional dates were necessary. The board agreed to the dates as provided. Secretary McMinn asked if there were less than 10 absentee ballots to review if they could be held to the next meeting. The board agreed. **Ms. Dashiell moved to approve the absentee schedule as presented. The motion unanimously carried.**

Election Day precincts

The board was informed the Connestee Fire and Rescue substation is currently being used as a quarantine facility for firefighters for an undisclosed time frame. Director Storey suggested they temporarily transfer voters in the East Fork precinct to Rosman Eastatoe for this election. Staffing is also a concern for a few precincts with the director stating he had 59 confirmed, but not evenly distributed for each precinct. The board asked if mailings would have to go out to all voters. The director indicated mailings would only be sent to eligible voters with directions for going to Rosman Town Hall and absentee voting procedures. **Secretary McMinn moved to temporarily transfer East Fork voters to the Rosman polling location. The motion unanimously carried.**

DIRECTOR UPDATES

Ballot stock ordered

Director Storey indicated pre-printed ballot stock has been ordered for the 2nd primary and has been received. The anticipated increase in absentee requests led to ordering folded pre-printed stock for absentee by mail also.

Coding and ballot proofing

The director stated that ballot proofing had been completed and coding is near completion. Coding will have to be modified to transfer East Fork voters but should not be an issue since the vendor is aware that was a possibility.

Website updates

The board was updated on the status of the election's office in light of the current pandemic. Director Storey stated the website has been updated with information on voting and the COVID-19 virus with a public notice provided by the county that limits public access to county buildings while under the emergency shelter in place order. There is also an updated frequently asked questions section geared toward the 2nd primary.

Board Comments

The board asked about procedures for the General election. The director said procedures are underway to provide safe voting options for precinct workers and voters due to COVID-19. Staff will review precinct floorplans for social distancing. Secretary McMinn asked about plexiglass for check in stations. The director will contact Maintenance about the best solution. Supplies including gloves, masks, and hand sanitizer will be provided also. The director mentioned the State Board has a task force consisting of health department officials, the CDC, state, and county election officials to develop guidance for safely voting in a pandemic. District 11 counties are also meeting to work through various procedures that need to be considered in a COVID-19 environment.

Chair Champion asked the board to be thinking about possibly opening Rosman Town Hall for early voting in the General election as way to help with social distancing. The board will review the data and consider it in a future board meeting after the 2nd primary has been completed.

Public Comments

There were no public comments.

On a motion by Chair Champion, the meeting was adjourned at 10:46 am. The next scheduled meeting will be at 10:00 am on May 7, 2020, 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: May 7, 2020