

TRANSYLVANIA COUNTY BOARD OF ELECTIONS

MEETING MINUTES

September 3, 2020

The scheduled meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 10 am on Thursday, September 3, 2020 at 150 South Gaston Street, Brevard, NC 28712.

Present

Board Members:

Staff Members:

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

Director: Jeff Storey
Deputy Director: Laura Owen

* Remotely via Zoom

Visitors: Maxwell Hamilton*

Precinct Official Appointments

Chair Champion mentioned it was good to see the number of precinct officials being brought before the board for approval, particularly in the outer precincts. Secretary McMinn asked if we had enough people for TC1 and TC7. The director stated the precincts could function with the current numbers, but it would be better to have a couple more in each location. **Secretary McMinn moved to appoint the precinct officials as presented in the Brevard #1, Brevard #2, Brevard #4, Boyd, Cathey's Creek, Cedar Mountain, Dunn's Rock, Little River, Pisgah Forest, Rosman Eastatoe, TC1, TC7, and Williamson Creek precincts. The motion unanimously carried.** Secretary McMinn asked to see a complete roster. The director will reformat the report and give the board members a consolidated view of the rosters.

Absentee Workflow presentation

The director and staff arranged the large conference room to provide the board members with a proposed method for dealing with the anticipated large number of absentee ballots for this election. It was suggested splitting the board into two bi-partisan teams to verify the voters and ballots. When completed, those teams would switch batches and review the outside envelopes before handing them to the chair for signatures. After approving the ballots, the chair will sign the envelopes, and staff would scan and secure the ballots. Mr. Morrow said a suggestion was made to have the open meeting only in-person to help protect voter privacy as ballots are verified and opened. Ms. Dashiell asked what the current number of requests were. The director indicated almost 3,000. There was additional discussion regarding the cure process. Director Storey said counties are still awaiting final processes from the State Board once legal reviews are complete. Chair Champion asked what happens once a ballot is approved. Deputy Director Owen indicated she updates the voter's status in SEIMS once the board approves the ballot. This updates the voter's status so that early voting and Election Day poll books show the

voter has voted. Chair Champion asked Deputy Director Owen if absentee envelopes have arrived and what the process was for applying the labels. The deputy director stated that workers only pull one page at a time with 5 labels per page. The labels are removed sequentially to minimize errors. Ms. Owen indicated the work was being done in the training room. The director invited the board to view the process after the meeting.

Slides for County Commissioner Meeting

The director asked for feedback regarding the slides for the county commissioner meeting. The board felt it sufficiently conveyed our response to COVID and the increased volume of absentee ballots.

DIRECTOR UPDATES

Early Voting

Director Storey mentioned the one stop early voting rosters are nearly finalized with a few openings remaining. Election Day rosters still has needs.

Ballot Tracking Software

Scheduled to come online soon. It will give staff and the voter the capability to track a ballot. A question was asked if the software shows a ballot in route by November 3, 2020 and does not have a post mark; should it be considered valid? Will ask for guidance.

Online Portal

The portal is online. The director stated several requests have come through the portal and it will notify voters if they attempt a duplicate request.

Training

Training for Election Day workers being next week. Inexperienced workers will be in-person while experienced staff will train online only to limit exposure. Training videos will be made available online for workers to view at their convenience. The director mentioned he hoped to have training videos made showing the voting equipment from a voter perspective in addition to the precinct official's perspective

MAT Teams

The MAT team rosters have enough volunteers, but they have not been trained until the State Board releases the final process after legal review. Deputy Director Owen has reached out to several facilities to ascertain accessibility to residents.

BOARD COMMENTS

Chair Champion emphasized the need to ensure workers know how to handle returned absentee ballots at early voting. The director is encouraging voters to deliver them to the Election Center if they intend to cast the absentee, otherwise they will have to stand in line at

early voting. Curbside attendants will not be accepting absentee ballots. Director Storey will have flowcharts for the process.


Chair Champion and Secretary McMinn asked the director about thoughts surrounding curbside communications between the curbside attendant and check-in. The director said the process is still being developed, but walk-talkie like devices were an option being considered along with dedicated curbside check-ins.

PUBLIC COMMENTS

Mr. Hamilton had no questions but thanked the board for easy access to the meeting.

On a motion by Secretary McMinn, Chair Champion adjourned the meeting at 11:13 am.
The next scheduled meeting will be at 5 pm on September 29, 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: 12.3.20