

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
REGULAR MEETING MINUTES
June 1, 2023

The regular meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 10 a.m. on Thursday, June 1, 2023, 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
Sandy Watson	Deputy Director: Julie Dennis
Wendy Warwick	
Judith West	

Visitors: Jeff Brewer, Sam Edney, Barb Jackson, Herschel Johnson, Peggy Reed, Nona Walker, Alice Wellborn, Kathy Voltz

Review and Approval of Agenda

Chair Champion asked for a review of the agenda. **Secretary McMinn made a motion to approve the agenda. The motion carried unanimously.**

Review and Approval of Previous Minutes

The board reviewed the minutes for the May 11, 2023 board meeting. **Secretary McMinn made a motion to approve the minutes for May 11, 2023. The motion carried unanimously.**

Review of Board Member Pay Structure

The director asked the board to consider the survey data collected regarding board member pay structures. The data showed Transylvania County board members were paid commensurate to other western counties in North Carolina, but the process is overly complicated in comparison. Director Storey asked the board to consider a flat fee structure within the proposed budget to simplify the pay period. **Secretary McMinn made a motion to alter the pay structure to a flat rate based on current annual budgeted costs. The motion carried unanimously. Member West made a motion to change the frequency of payment from bi-weekly to quarterly effective July 1, 2023.** The board asked the director to provide a resolution stating the changes for board signature at the next meeting.

DIRECTOR UPDATE

Director Storey updated the board and public on timelines for the photo ID implementation. The State Board of Elections is finalizing rules, training, and supplies with several target dates set for

completion through July. Updated security protocols require new software to be used at county boards to issue free photo identification cards. Until the equipment is ready, the public is encouraged to seek free non driving photo IDs from the Department of Motor Vehicles if needed prior to county implementation.

The director mentioned he gave a presentation at the Transylvania County Democratic Party meeting on the topic of election administration and an overview of operations. Previously, the director spoke with the Transylvania County Republican Party and reiterated a willingness to speak on election related materials when desired.

The board was reminded of the state conference to be held August 14-15, 2023 in Concord, NC. Registration and reservations have been confirmed.

Director Storey provided an update on the Mary C. Jenkins Community Center. There are two board members remaining to do a site visit. The director and staff completed an ADA accessibility survey and found the location to be compliant and satisfactory for voting. The director provided deadlines for a decision on the polling site for the municipal election. Member Warwick expressed concern that some members of the public may not be comfortable moving the polling site from the VFW building. Chair Champion responded that the board takes any valid concerns into account, but the board should focus on the facilities and what is best for the voters. Member West asked the board to consider a special meeting to allow public comments and make a decision on the polling site. **On a motion by Member West, the board unanimously agreed to hold a special meeting on Thursday, June 22, 2023 at 10 a.m. to decide on the Brevard #2 precinct location.**

The director provided board members with a draft copy of a handbook aimed at helping new board members get oriented with election procedures and terminology. The Board was asked to provide feedback on any materials deemed essential to newly appointed board members. The director will revise accordingly.

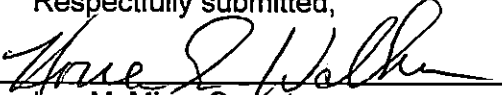
BOARD AND PUBLIC COMMENTS

Kathy Voltz asked for clarification on reasonable impediments and absentee by mail voting. The director stated that rules are being finalized now by the State Board of Elections and more information will be forthcoming.

Jeff Brewer commented on the availability of polling sites in the Lake Toxaway area and asked the Board to strongly consider adding the Quebec location as an Election Day precinct prior to the 2024 General Election. The director told the Board that previously, Quebec, Sapphire-Whitewater, and Lake Toxaway were separate precincts but were merged in 2012 due to ADA non-compliance, availability of workers and small registration numbers. Mr. Brewer asked if an ADA assessment could be completed on the Quebec Community Center and reiterated the Board should reconsider adding Quebec as a sixteenth precinct. Mr. Brewer stated the local Republican Party will be heavily vested in recruiting workers. Secretary McMinn asked the board to consider the merits of Mr. Brewer's request. The Board asked the director to gather data on the Quebec community and procedures for adding a precinct and present the findings to the board. **On a motion by Member West, the board unanimously agreed to add an agenda item to research and review the requests for an Election Day precinct in Quebec at the September 14, 2023 board meeting.** There was no further discussion.

On a motion by Secretary McMinn, the meeting adjourned at 11:27 a.m. The next scheduled meeting will be at 10 a.m. on June 22, 2023, at 150 South Gaston Street, Brevard, NC 28712 to consider the Mary C. Jenkins Center as an Election Day polling site.

Respectfully submitted,



~~Lee McMinn, Secretary~~



Sara G. Champion, Chair



Sandra E. Watson, Member



Wendy Warwick, Member



Judith West, Member

Approved by Board on: JULY 18, 2023