

BOARD OF ELECTIONS

Ken Raymond
Chairman

Stuart Russell
Secretary

Fleming El-Amin
Member



Steve Hines
Director of Elections

FORSYTH COUNTY BOARD OF ELECTIONS **May 21, 2015 - 4:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Closing Precincts for Municipal Elections
6. Precinct 302 Relocation
7. Budget Update
8. Department Procedure Manual
9. Candidate Filing
10. 2016: Voter Outreach initiative
11. EasyVote Applications
12. Unity Room update
13. Supply Pickup/Return Plan
14. 17 year-old Registrations
15. Other Business
16. Closed Session
17. Approval of Minutes
18. Adjournment

**FORSYTH COUNTY BOARD OF ELECTIONS
BOARD MEETING MINUTES – May 21, 2015**

Meeting Called to Order

A regular meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on May 21, 2015. The meeting convened at 4:00 PM, Chairman Ken Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell, and Member Fleming El-Amin

Staff Members in attendance: Director-Steve Hines, Deputy-Director Lamar Joyner, Chris Duffey, Jacob Wright, and Kimberly Stuck-Yarbrough
Other County Staff: Assistant County Attorney-Lonnie Albright

Pledge of Allegiance

Chairman Raymond led the pledge of allegiance.

Moment of Silence

Chairman Raymond led a moment of silence.

Public Comment Session

Chairman Raymond opened the public comment session with instructions. Speakers were asked to complete a public comment card and would have two minutes or less to speak. The speaker's name and address should be stated for the record. Questions should be included during the allotted time and answers would be given at the close of the session. A speaker's time could not be given to another individual. At the close of the public comment session, no additional statements or questions would be heard from the public. The public comment session included the following speakers:

Gloria Kirby-Greene of Dr. Rehab Enterprises - 5144 Beulah Lane, Kernersville, NC 27284
Phyllis Walker - W-S Voting Rights Coalition - 326 Retnuh Dr., Winston Salem, NC 27105
Fred Falin - 7030 Stancliff Ct., Clemmons, NC 27012
Charles F. Wilson - 445 Marshall View Court, Winston Salem, NC 27101

Member El-Amin motioned and Chairman Raymond seconded motion to close public comment session. **Motion carried unanimously.** In response to public comments, the Board and Director Hines addressed the need for sites more accessible for those that have disabilities; concerns regarding Photo ID and efforts being made to assist voters in obtaining voter ID in advance of ID requirements that will be in place in 2016; placement of public comments within the meeting; invitation to attend *League of Women Voters of North Carolina et al. v. North Carolina* which will be before the court July 13 in Winston Salem; and hearing

on June 9th at County Government Center's 4th Floor regarding procedures the State Board will be drafting to handle Voter ID.

Closing Precincts for Municipal Elections

Director Hines and the Board discussed the temporary bringing together of the proposed precincts for the upcoming Municipal Elections as a matter of cost savings; plan allows for 19 sites, noting that there is a possibility of a statewide bond referendum which would impact the number of precincts required. If referendum were approved, 101 precincts would need to be opened. Board verified that public would be notified of change in timely manner. Secretary Russell motioned to approve site plan, with stipulation to pending bond referendum and need to revisit should bond referendum move forward, Member El-Amin seconded motion. Chairman Raymond moved. **Motion carried unanimously.** Member El-Amin requested municipalities be listed for public record, they include the following:

- Town of Bethania
- Village of Clemmons
- Town of Kernersville
- Town of Lewisville
- Town of Rural Hall
- Village of Tobacoville
- Town of Walkertown

Precinct 302 Relocation

Director Hines presented potential locations to replace Precinct 302, offering two potential sites; one being Northside Shopping Center which is in precinct and the other being The North Carolina Cooperative Extension which is out of precinct but adjacent to the precinct. Board inquired of potential locations in North Side Shopping; preferring to find a location within precinct; revisiting agriculture building only if no other viable option is available. Board agreed to discuss potential sites during next meeting, after research and list of potential sites are compiled. Relocation potentially time sensitive pending decision regarding bond referendum from the state.

Budget Update

Director Hines provided the Board with proposed county budget, noting the County Manager removed Board of Election equipment from the recommended budget placing funds into a "Pay Go" expense fund to be used as needed. Board inquired of Mr. Hines if other departments were also pay as you go, and if there were any concerns or reservations to the budget as proposed. Mr. Hines stated that other departments had pay as you go items, and there were no concerns, as the equipment would be covered on an as needed basis. "Pay Go" will allow for flexibility pending State Board's equipment vendor certifications, which could change equipment costs.

Board of Elections Department Procedures Manual

Director Hines provided Board with a revised draft of what was the Personnel Policy Manual; sighting recommendations made by Human Resources and the County Attorney will now be the Department Procedures Manual. The proposed manual is to address position of the Board

of Elections office within the County employment structure as Board of Elections employees are not county employees, but serve at the pleasure of the Board though they have the same benefit structure as regular county employees; which is per statute. Mr. Hines stated the purpose is to outline personnel matters: hiring, firing, salary adjustments, etc will follow county guidelines; though in the event of termination the grievance will be put before the Board rather than Human Resources, County Manager, or County Commissioner. Additionally, proposed manual provides guideline for dress code, lunch times, hours of work, vacation time; enabling a reference if needed. Intended purpose is to protect employees, as the State supported Memorandum of Understanding would have provided. Board inquired if any conflicts existed in the job description as provided by the Board; if staff was provided time to review. Mr. Hines deferred to Assistant County Attorney Albright regarding conflicts Mr. Albright noted none. Board requested time to review and consider proposed manual until next meeting.

Candidate Filing

Mr. Hines provided Board with dates for candidate filing; which is to begin July 6th at 8 a.m. rather than July 4th which is holiday. Noting that municipalities notified at the first of the year that filings will be done at the Board of Elections for all municipalities as per State policy.

2016: Voter Outreach Initiative

Director Hines discussed office outreach initiative that is in addition to the State's voter outreach initiative. "Get the IDEa Out" will be providing information to the public regarding the new Voter ID requirements that will be in affect in 2016. In an effort to help prepare citizens in the community, the office staff will endeavor to hold monthly event, which could include speaking engagements, voter drives, and/or a combination voter drive and educational presentation in the community. Board thanked staff for their initiative.

EasyVote Applications

Mr. Hines presented Board with information for EasyVote; a vendor that offers a suite of applications specifically for election offices. Package includes applications for campaign finance, e-poll books, inventory, etc. Mr. Hines provided the cost for suite, noting that after meeting with MIS there is a possibility of producing some of the features in-house. Major benefit of the package is the poll worker component that would be a benefit. Main reason for presenting is to make Board aware that EasyVote is out there and if interested can look further into it. Board recommended that if it is possible to develop in-house, for cost containment purposes would prefer to utilize MIS first to see what can be developed.

Unity Room Update

Director Hines updated Board on Unity Room; with new door and desk will allow ballots to be counted in public view but with ballots being secured. New room will also enable count to be displayed on wall in real time. Board appreciated the transparency that will be available to the public while simultaneously providing a secure environment for ballots.

Supply Pickup/Return Plan

Mr. Hines informed Board of plan to monitor inventory electronically, tracking precincts as they go in and out of office, and parking plan being worked on to enable smooth transition of

ballots coming in from precincts with real-time updates.

17 year-old Registrations

Director Hines offered Board insight to current issue around 16 and 17 year-old pre-registrations that have come in; approximately 140 registrations have come in and will not be processed due to recent changes in the law. State has advised that they must receive a rejection letter as it no longer holding the registrations in system until citizen's 18th birthday. Board suggested letter to address the change encouraging them to re-register when they turn 18 years, as well as including pre-registrations changes in office outreach initiative. Secretary Russell motioned to draft a letter addressing changes to pre-registrations, Member El-Amin Seconded motion; Chairman Raymond moved; **Motion carried unanimously.**

Other Business

Chairman Raymond inquired of other business; Mr. Hines brought the schedule of the next meeting before Board. After discussion amongst members meeting will be moved to June 11, 2015 at 4 p.m. accommodate schedules.

Mr. Hines made Board aware that Virginia de-certified some of their voting machines and in an effort to assist them obtain paper-based equipment for their current election; loaned some machines to them in an effort to assist.

Board members hopeful for another term to serve together.

Chairman Raymond inquired if there had been a chance to research feedback from poll workers; Mr. Hines advised it is pending.

Closed Session

Chairman Raymond inquired if any had business to be handled in a closed session, advised no.

Approval of Minutes

Chairman Raymond requested that the Board members review the minutes of the February 18, 2015 meeting. Member El-Amin motioned, Secretary Russell seconded the motion to accept the Board minutes of February 18, 2015 as presented, Chairman Raymond moved, **Motion carried unanimously.** Secretary Russell motioned to approve the April 7, 2015 minutes and clarify the language contained there in, under Meeting Calendar heading from:

"The Board will endeavor to meet the third Thursday of each month at 4 p.m.; however, the Board shall maintain the discretion to meet or not to meet and/or shall as required by law or statute and will notify public as per law."

to the following:

"The Board will endeavor to meet the third Thursday of each month at 4 p.m.; however, the Board shall maintain the discretion to meet or not to meet and shall meet as required by law or

statute and will notify the public as per law."

Member El-Amin seconded motion; Chairman Raymond moved; **Motion carried unanimously.**

Adjournment

Member El-Amin motioned to adjourn, Secretary Russell seconded motion; Chairman Raymond moved, **Motion carried unanimously.** Meeting adjourned at 5:25 p.m.

Approved:

Ken Raymond, Chairman _____ Date

Stuart Russell, Secretary _____ Date

Fleming El-Amin, Member _____ Date

Attachments on File: Proposed Sites for Municipal Elections
Map for Precinct 302 Relocation
County Budget Proposal
Revised Draft: Board of Elections Departmental Procedure Manual
EasyVote Software Brochure