

BOARD OF ELECTIONS

Susan Campbell
Chairperson

Stuart Russell
Vice-Chair

Robert Durrah
Secretary

John Loughridge
Member



Tim Tsujii
Director

Lamar Joyner
Deputy Director

FORSYTH COUNTY BOARD OF ELECTIONS

Agenda

April 10, 2018

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Absentee Ballots
6. Appointment of Precinct Officials
7. Approval of Board Member Pay
8. Approval of the Duties of the Elections Director
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14. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS

Meeting Minutes

April 10, 2018

Meeting Called to Order

A meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on April 10, 2018 at 5:00 p.m., Chairperson Campbell presiding.

Board Members in attendance: Chairperson Campbell, Vice-Chairman Russell, Secretary Durrah, and Member Loughridge

Staff Members in attendance: Director Tim Tsujii (via teleconference), Deputy Director Lamar Joyner, Monica Gary, and Kimberly Stuck

Other Staff: Forsyth County Assistant Attorney – Lonnie Albright, and Human Resource Director Shontell Robinson

Pledge of Allegiance

Chairperson Campbell led the pledge of allegiance.

Moment of Silence

Chairperson Campbell led a moment of silence.

Public Comment Session

Chairperson Campbell called for public comments, none offered.

Approval of Absentee Ballots

Ms. Gary recommended 19 Absentee ballots for approval. Ms. Gary presented the Board with two absentee ballots initially disapproved but reissued per Board directive. Ms. Gary presented the Board with the absentee ballots received for review of the notary seals as well as witness signatures. Deputy Director Joyner provided an overview of the process for transparency purposes. Vice-Chairman Russell verified that a witness's signature can appear on more than one absentee ballot envelope. Ms. Gary provided an overview of the reissue process as well as the remarking of the ballots. Vice-Chairman Russell moved to approve the absentee ballots presented; Chairperson Campbell seconded; **Motion carried unanimously**. Vice-Chairman Russell remarked the ballots as Secretary Durrah called the names to be marked as Chairperson Campbell and Member Loughridge observed the remarking process.

Appointment of Precinct Officials

Deputy Director Joyner provided an overview of the Precinct Official list presented which covered replacement officials as well as other changes. Chairperson Campbell inquired if there would be any additional changes or appointments; Mr. Joyner stated the list should be the final list for approval. Vice-Chairman Russell requested clarification of the precinct officials that are registered Unaffiliated. The Board and Deputy Director Joyner discussed the process of placement for precinct officials and the desire to provide balance at the precincts. Member Loughridge moved to approve the Precinct Officials list, Vice-Chairman Russell seconded; **Motion carried unanimously**.

Approval of Board Member Pay

Chairperson Campbell called for thoughts or opinions regarding the Board's pay; Vice-Chairman Russell deferred to the other Board members regarding pay. Deputy Director Joyner stated that in the past the Chair did receive additional pay; Secretary Durrah stated that roles will change

going forward based on State Board of Elections previous directives. Member Loughridge moved to approve pay at \$245.00 per each Board member; Vice-Chairman Russell seconded; **Motion carried unanimously.**

Approval of the Duties of the Elections Director

Vice-Chairman Russell inquired if there had been any changes or revisions to the Director's duties since the Board's prior approval, and if the Director had requested any changes or revisions. Deputy Director Joyner stated that the Board could make changes. Secretary Durrah inquired about the origination of the duties; Vice-Chairman Russell recalled that the duties were a collaborative effort which included reference to North Carolina statues, and input from Mr. Tsujii. Vice-Chairman Russell noted that the duties are very thorough, and are modifiable; noted that the Board could approve and revisit if necessary in the future. Secretary Durrah inquired if Director Tsujii's evaluation was based on the duties as presented. Chairperson Campbell inquired if changes were necessary; Secretary Durrah stated the Board could leave room for amendments; Vice-Chairman Russell stated that if there were modifications, Director Tsujii's input would be sought and changes would not be retroactive to review. Vice-Chairman Russell moved to approve Director's Duties as presented, Member Loughridge seconded; **Motion carried unanimously.**

Approval of Polling Place Change Notice

Deputy Director Joyner presented the Board with the Polling Place Change notice for review and approval; Secretary Durrah inquired about the notice and what was needing to be approved. Mr. Joyner stated the language and notice for publication as it required approval per statute. Secretary Durrah inquired if information was accurate. Secretary Durrah moved to approve the notice as presented; Member Loughridge seconded; **Motion carried unanimously.**

Approval of Voting Machine Testing

Mr. Joyner provided the Board with the voting machine test and an overview of the results. Deputy Director Joyner stated that Carlton Morgan along with temporary workers did the testing for the Automark and the M100. Mr. Joyner stated that the Board is able to view testing if so desired and provided insight on the testing script. Secretary Durrah inquired about the possibility of errors. Deputy Director Joyner stated that typically it would be human error not equipment error and testing would continue until the equipment passed. Chairperson Campbell moved to approve the testing; Secretary Durrah seconded; **Motion carried unanimously.**

Approval of Minutes

Chairperson Campbell called for comments or corrections; Secretary Durrah stated that he had reviewed the minutes and noting no changes; Vice-Chairman Russell moved to approve the minutes for February 15, 2018, March 15, 2018, and April 02, 2018; Member Loughridge seconded; **Motion carried unanimously.**

Other Business

Deputy Director Joyner stated that redistricting cards had been sent to those affected; however the United States Postal Service (USPS) had difficulty processing the cards through their system. Mr. Joyner stated that the office would be sending a letter to the households in the affected areas to alert them of the change. Mr. Joyner stated that it was a USPS equipment issue that caused the returned cards and that the letter would be sent as it was unclear how many registered voters did not receive their cards. Secretary Durrah inquired how contacts could be narrowed. Mr. Joyner stated that the office was unable to determine the total; however, the letter would make sure that all affected households would be notified. Member Loughridge inquired about cost to budget. Deputy Director Joyner stated that the office did budget for the cards; but it would be more cost effective to mail letters. Mr. Joyner thanked Member Loughridge and stated that 88,000 cards

were sent originally and approximately 50,000 letters will be resent in effort to insure no additional issues.

Closed Session

Vice-Chairman Russell moved to go to closed session citing N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee, and with no other business to come before this Board at this meeting, following the closed session, the meeting will be adjourned. Secretary Durrah seconded; **Motion carried unanimously**. Board entered closed session.

Adjournment

The Board returned from closed session adjourning immediately at 6:35 p.m.

Approved:

Susan Campbell, Chairperson

Date

Stuart Russell, Vice-Chairman

Date

Robert Durrah, Secretary

Date

John Loughridge, Member

Date