

MINUTES  
TRANSYLVANIA COUNTY BOARD OF ELECTIONS  
August 2, 2018

The Transylvania County Board of Elections met to conduct business on Thursday, August 2, 2018 at 10:00 AM in the office of the Board, 150 South Gaston Street, Brevard, Chairman David P. Morrow presiding. Others present were Vice Chairman Sara G. Champion, Secretary Pam Dashiell, Member Lee McMinn, Director Tracie T. Fisher, Deputy Directors Jeff Storey and Laura Owen, David Smith, Norm Bossert and Kathleen Barnes.

Chairman Morrow called the meeting to order. Mrs. Fisher presented the Board with the minutes from the July 5 and 18, 2018 meetings. **Mr. McMinn made a motion to accept the minutes as presented, seconded by Ms. Champion. The motion passed.**

Next item on the agenda was the November 6, 2018 General Election. The Director requested that the Board appoint the following precinct officials; Daniel DeWitt, Democrat, Chief Judge in Cedar Mountain precinct, Deborah Perkins, Democrat, Judge in Cedar Mountain precinct, and Karen Domanski, Democrat, Assistant in Brevard #2 precinct. **Ms. Champion made a motion to appoint the precinct officials, seconded by Mr. McMinn. The motion passed.** Mrs. Fisher shared the One Stop voting staff schedule with the Board, as well as the advertising flyer, and the instructions for mail-out absentee ballots. The Board proposed minor changes to the areas of the mail-out instructions that are highlighted prior to being sent to voters.

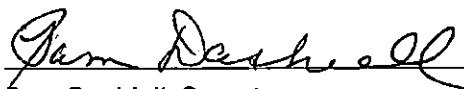
In other business, the Director shared the agenda, menu, and vendor information for the North Carolina State Board of Elections and Ethics Commission conference that they will be attending August 5 - 7, 2018. Mrs. Fisher also reported on the voting equipment demonstration that she and Deputy Director Jeff Storey attended in Raleigh on July 27, 2018. Mrs. Fisher shared information from each vendor with the Board and encouraged them to review the documentation and prepare questions for the vendors prior to the conference.

In the Director's Report Mrs. Fisher reported the promotion of Jared Mull as the Parks and Recreation Director and Mark Burrows retirement effective September 14, 2018. Mrs. Fisher presented the Board with the Resolution for the Counting of Absentee Ballots. **Mr. McMinn made a motion to accept the resolution, seconded by Ms. Champion. The motion passed.** Mrs. Fisher presented the Board with the proposed absentee meeting dates for the General Election. **Ms. Champion made a motion to accept the dates as presented, seconded by Mr. Morrow. The motion passed.** Mrs. Fisher shared with the Board that she planned to use temporary staff member Karen Henderson as the designated staff member to work after hours when the conference room is reserved.

The Chairman asked for board and public comment. Ms. Champion asked if there had been any feedback on the status of the wording for the state referendums. Mr. McMinn responded that the legislature was back in emergency session to discuss. Kathleen Barnes requested explanation on the One Stop plan that was adopted and the reason the state did not grant the variance the Board requested. Ms. Champion explained the need for the compromise on the plan. David Smith asked if the voters would be using the touchscreen voting machines for the General Election. Mrs. Fisher responded that the majority of the county will be using the touch screen voting machines and that there may be a need to test new equipment in selected precincts.

There was no further business for the Board's consideration. **Mr. McMinn made a motion for the meeting to be adjourned; seconded by Ms. Dashiell. The motion carried.** The meeting was adjourned at 11:45 AM. The next meeting of the Board is scheduled for Thursday, September 6, 2018 at 10:00 AM for the Board to conduct regular business at the Board office, 150 South Gaston Street, Brevard.

Respectfully submitted,

  
Pam Dashiell, Secretary



David P. Morrow, Chairman



Sara G. Champion, Vice Chairman



Lee McMinn, Member

Approved by Board on: 09/06/18

REPUBLICAN	Chief Judge	Judge	Assistant	Assistant	Assistant
Brevard #1		Ken Walend	Sandra Watson	Janice Bolena	Roseann Dorsch
Brevard #2	Tom Smith	Marenda McCall	Sylvia Ronneburger	Shirley Martin (B3)	Kim Spencer (AM)(B3)
Brevard #3		Jeanne Denon	Karen Henegar	Lazelle Calloway	Margaret Riecke
Brevard #4		Mary Ann Duvall	Rose Cruickshank (CM)	Tracy Pace (WC)	Lenore Saunders (WC)
Boyd		Shanna Lanning	Russell Lee (WC)	Larry Moss	Greg Cochran
Cathey's Creek		Donna Ainsley	Ronda Whitmire	Jerry Dickerson	J.Allen Murray (TC7)
Cedar Mountain		Jim Cruickshank	Dave Scott (DR)	Naomi Gray	
Dunn's Rock		Val Tisdale	Deborah Peppeneli	Ted Miguez (AM)	Candy Kaylor
				Carolyn Miguez (PM)	
East Fork	Dick Thompson	Charles Todd	Diane Woodard (AM)	George Barrett	Toni Casciato (PM)
Little River		Donya Jacobs	Stephen Townsend	Alan Treloar	Kim Plemmons
Pisgah Forest	Fred Morse	Lawrence Banks	Clark Murray (LR)	Kathy Lee (WC)	Dahila Jacobs (LR)
Rosman Eastatoe	Berlis Owen	Freda Lowe	Marlene Fennimore	Linda Hair (TC7)	Chrissy Hale
TC1	Pat Owen	Michelle Owen	Keitha Reid		
TC7	Frank Campbell	Alleine Hair	Chris Craft	Tom Jefferds	
Williamson Creek		Stacy Hufzinger	Elaine Kantner	Harry "Spike" Dumbille	Gail Blunt

DEMOCRAT	Chief Judge	Judge	Assistant	Assistant	Assistant
Brevard #1	Judith West	Lauren Weed	Paul Cooper (AM)	Elda Brown (AM)	Fredrick Cantler
			Judy Baghose (PM) (DR)	Jolene Overbeck (PM)(B2)	
Brevard #2		Carl Wilson	Tara Abshire	<del>Crystal Ashworth</del>	Judy Griffin
Brevard #3	Hilda Edwards	Kris Fulmer	Stephanie Delzell	Twighla Voglesong	Yvette Brooks
Brevard #4	Peter Mockridge	Carolyn Abriola	Kay Tiddy (PM)	Dian Brewton (AM)	Sheila Nicholson
			Margaret Hollingsworth (AM)	Kristin Leesment (PM)	
Boyd	Linda McCall	Jane Shuttleworth	Susanne Cruel	Gary Justice	
Cathey's Creek	Chris Thomas	Bill Ragland	Barbara Odom (AM)	<del>Terri Miller (AM)</del>	Evelyn Bridges
			<del>Charlotte Gilmore (PM)(WC)</del>	Jerome Mandel (PM)(DR)	
Cedar Mountain	Daniel DeWitt	<del>Deborah Perkins</del>	Janet Stites	Lynne Byrum (DR)	
Dunn's Rock	Nancy Waclawek	Therese Zuccaro	Ann Spencer	Elaine Bailey	Karen Davare
East Fork		Bud Whitmire	Judith Johnson	Sandy Brown	
Little River	James Buffinton	Kathy Beddingfield	Richard Hubbard	Janet Forbes	Helen Waite
Pisgah Forest		Nancy Porter	Ann Pace	Trish Hamilton	<del>Charlotte Gilmore</del>
Rosman Eastatoe		Susan Salter	Lynn Bullock	Ann Stierli	Cherryl Gary
TC1		Wanda Singleton	Peggy Owen	Richie Whitmire	
TC7		Charlene Harbin	Aleta Tisdale	Joe Moore	
Williamson Creek	Brenda Thomas	Larry Goodwin	Richard Mayberry (AM)	Carol Elliott (AM)	Tim McGarr
			Martha Mayberry (PM)	Linda Threatte (PM)	

Karen Domanski

Linda "Rocky" Rollins  
← Contact

Chuck Gilmore

<b>Alternates:</b>	Bob Jenkins (Rep/RE)	Linda "Rocky" Rollins (Dem)	Hedy Lomax (Rep/B1)
	<del>Evelyn Bridges (Una/RE)</del>	Barbara Hawk (Rep/B3)	

# Transylvania County Election Center

## PUBLIC NOTICE

### TRANSYLVANIA COUNTY BOARD OF ELECTIONS SCHEDULE OF ABSENTEE MEETINGS

The following is a list of the days and dates on which the Transylvania County Board of Elections will meet (if necessary) to approve the applications for absentee ballots for the 2018 General Election to be held on Tuesday, November 6, 2018. The meetings will be held at the Board of Elections Office, 150 S. Gaston Street, Brevard, pursuant to G.S. 163-230.1(c1). Other business may be transacted by the Board at this time.

- 5:00 PM, Tuesday, October 16, 2018
- 5:00 PM, Friday, October 19, 2018
- 5:00 PM, Tuesday, October 23, 2018
- 5:00 PM, Friday, October 26, 2018
- 5:00 PM, Tuesday, October 30, 2018
- 2:00 PM, Saturday, November 3, 2018
- 5:00 PM, Monday, November 5, 2018
- 2:00 PM, Tuesday, November 6, 2018
- 5:00 PM, Friday, November 9, 2018 (Supplemental Absentee Ballots)

David P. Morrow, Chairman  
Transylvania County Board of Elections(DPM/ttf)  
POST: Office Bulletin Board, 8/2/2018

# Transylvania County Election Center

## RESOLUTION

### *Concerning the Counting of Absentee Ballots*

WHEREAS, North Carolina General Statute 163-234 authorizes a county board of elections to establish a place and a time between the hours of 2:00 p.m. and 5:00 p.m. on election day for the counting of absentee ballots; and,

WHEREAS, NCGS 163-234 also authorizes a county board of elections to meet in the board office on election day for the purpose of counting absentee ballots; now,

THEREFORE, BE IT RESOLVED by the Transylvania County Board of Elections that

- 1) The Transylvania County Board of Elections shall meet at 2:00 p.m. on Tuesday, November 6, 2018 in the office of the Board, 150 South Gaston Street, Brevard, North Carolina, to count absentee ballots.
- 2) Any voter of the county may attend this meeting and observe the count.
- 3) The results of the absentee ballot count will not be announced before the close of polls on that day.

BE IT FURTHER RESOLVED that this resolution be published in The Transylvania Times once each week for two weeks prior to the general election to be held on November 6, 2018.

This the 2nd day of August, 2018.

TRANSYLVANIA COUNTY  
BOARD OF ELECTIONS

  
David P. Morrow, Chairman

ATTEST:

  
Sara G. Champion, Vice Chairman

  
Pamela Dashiell, Secretary

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V. Lee McMinn, Member

# Transylvania County Election Center

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## RESOLUTION

### Assigning Duties, Responsibilities and Authority to the Transylvania County Director of Elections

WHEREAS, North Carolina General Statute 163-35(b) requires county boards of elections to enter in the official minutes the specified duties, responsibilities and designated authority assigned to its director; and,


WHEREAS, the members of the Transylvania County Board of Elections desire to clearly and definitively guide the director and convey the duties, responsibilities and authority of said position; now,

THEREFORE, BE IT RESOLVED that the following duties, responsibilities and authority be assigned to the Transylvania County Director of Elections, Tracie T. Fisher, and that a copy of this resolution be filed with the State Board of Elections:


- Administer the functions of the office of the Board of Elections, including the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33;
- Maintain expertise and knowledge of the State Election Information Management System (SEIMS) and ensure that the office staff has a working knowledge of SEIMS;
- Comply with the educational requirements of the State Board of Elections and county government as well as participate in other educational opportunities to advance the director's knowledge of developments, compliance, and trends in election administration;
- Maintain an effective working relationship with the public, precinct officials, the media and other employees of local, state and federal government agencies.


BE IT FURTHER RESOLVED that the attached list of specific duties be considered part of this resolution as if they were written herein.

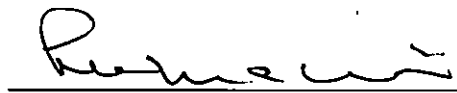
ADOPTED this 5<sup>th</sup> day of July, 2018 by the Transylvania County Board of Elections.

  
Chairman

ATTEST:

  
Secretary

  
Vice Chairman

  
Member

# Transylvania County

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### DUTIES, RESPONSIBILITIES and AUTHORITY

#### ASSIGNED TO THE TRANSYLVANIA COUNTY DIRECTOR OF ELECTIONS

Administer the functions of the office of the Board of Elections, including the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33:

- Administers all functions of the board of elections office and to comply with mandates and directives by the Executive Director of the North Carolina State Board of Elections, and provides information and guidance to members of the Transylvania County Board of Elections in order to effectively comply with North Carolina elections laws.
- Plans for various elections, including primaries, second primaries, municipal, general and special.
- Recruits, manages and trains staff and temporary employees, including employees for one-stop, absentee voting sites.
- Advises county Board of Elections regarding appointment and removal of employees and precinct officials.
- Prepares and provides required and requested reports to the State Board of Elections and the Board regarding election activities, and to county administration staff regarding personnel, payroll and finance.
- Projects and recommends annual budget and budget amendments to the Board, supervising revenues and expenses of annual budget as appropriated by the county board of commissioners.
- Projects and plans for capital expenses, including office and voting equipment, recommending selection based upon requirements of state and federal election laws, negotiating with vendors.
- Organizes and supervises procedures and methods of receiving and processing applications for voter registration, including ascertaining that applicants are eligible to register in the county; ensures that voter registration records are updated to reflect changes of address, name changes and changes of party affiliation, including mailing out required notices for new registrations and changes to registration records.
- Supervises the removal from the voter registration records persons who have died, who have been convicted of a felony and people who have moved out of the county.
- Provides lists of voters requested by political parties, candidates, the general public and others.
- Prepares for and participates in inspections of voter registration records and office procedures conducted by the State Board of Elections, also known as "wellness checks."
- Maintains custody of voter registration records in a safe and secure manner and location.
- Purchases voting equipment and supplies, and maintains their security and safekeeping.
- Files candidates for election, including determining amounts of and receiving filing fees.
- Receives and verifies petitions for unaffiliated and official write-in candidates; and for qualifying a political party for ballot access.
- Identifies number of voting places required and recommends locations; negotiates usage as needed.
- Ascertain that voting places and equipment meet accessibility standards established by federal and state government and prepares recommendations for Board approval for improvements to meet these standards.
- Organizes and prepares for each election, including training precinct officials, preparing ballots, programming and testing voting machines, assuring precinct supplies are provided.
- Plans and supervises the printing and distribution of absentee ballots, ensuring compliance with all statutes and procedures issued by the State Board of Elections.

# Transylvania County

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- Ensures the security of blank and voted absentee ballots.
- Coordinates delivery of voting equipment, signs and supplies to voting places and chief judges; arranges for the return of these items to the Board of Elections office and storage area.
- Receives, compiles and reports unofficial election results to the media, candidates and citizens on election night and submits required reports to the State Board of Elections.
- Aids the county Board of Elections when there are requests for recounts and in conducting recounts; and when there are election protests.
- Prepares audit materials and official Canvass results.
- Submits Canvass results to the State Board of Elections and Clerk of Superior Court offices, and maintains a copy of official results in the office archives.
- Furnishes certificates of election as directed by the county Board of Elections.
- Administers campaign finance laws and regulations, receiving campaign committee disclosure reports and auditing the reports for compliance.
- Coordinates Board meetings; prepares agenda and minutes of meetings, correspondence and reports for the Board; informs Board members of changes in election laws and/or procedural changes of implementation.
- Issues notices and advertisements in accordance with North Carolina General Statutes.
- Maintains public records in accordance with North Carolina General Statutes, managing public access, preservation and disposal.
- Prepares maps of precincts and submits to State Board of Elections, North Carolina General Assembly and other governmental agencies upon request.
- Researches and writes applications for grant funds for computer hardware and other technological equipment and for accessibility equipment and supplies.
- Attends all local, district, state, and federal meetings and/or seminars pertinent to any committee and/or office positions/appointments.
- Other duties as assigned by the board.

Maintain expertise and knowledge of the State Election Information Management System (SEIMS) and ensure that the office staff has a working knowledge of SEIMS:

- Purchases and maintains computer system hardware for voter registration and voting equipment programming, in consultation with the staff of the State Board of Elections, SEIMS and the county Department of Information Technology.
- Attends SEIMS training and ensures that staff is also trained and proficient in SEIMS applications, policies and procedures.

Comply with the educational requirements of the State Board of Elections and county government, as well as participate in other educational opportunities to advance the director's knowledge developments, compliance, and trend in election administration:

- Coordinates Board members' attendance of state and district seminars and meetings, including those held by the University of North Carolina's School of Government; receives training required and conducted by the State Board of Elections.
- Achieves and maintains certification issued by the State Board of Elections.



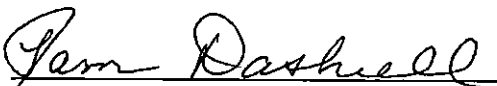
# Transylvania County Election Center

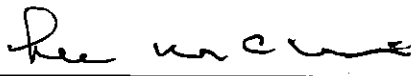
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- Receives and maintains working knowledge of voting equipment and software programming of ballots.
  - Attends classes provided by county government regarding personnel practices, customer service, software applications, etc.
  - Maintains certification as a Notary Public.


Maintain an effective working relationship with the Board, public, precinct officials, the media and other employees and officials of local, state and federal government agencies:

- Prepares and distributes sample ballots.
- Provides education to voters, including public speaking engagements at meetings of political parties and civic organizations; and in writing and orally to various newspapers, television and radio stations, regarding voter registration, candidate filing and election processes and results.
- Insures that the office of the Transylvania County Board of Elections is not used for any partisan political activity.
- Trains candidates and campaign treasurers regarding campaign finance laws, regulations and procedures, including provision of manuals and required forms.
- Provides information concerning elections and election law to members of the Board of Commissioners and county administrative staff through attendance at meetings of the Commissioners, written reports and justification for budget requests.

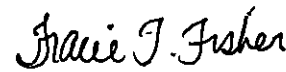
ATTEST:

  
Secretary

  
Member

  
Chairman

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Vice Chairman

  
Director