

MINUTES
TRANSYLVANIA COUNTY BOARD OF ELECTIONS

October 4, 2018

The Transylvania County Board of Elections met to conduct business on Thursday, October 4, 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, Interim Director Jeff Storey, Deputy Director Laura Owen, and Karen Henderson.

Chairman Morrow called the meeting to order. Mr. Storey presented the Board with the minutes from the September 6, 2018 meeting. Ms. Champion made a motion to accept the minutes as presented, seconded by Ms. Dashiell. The motion passed.

Next item on the agenda was the Williamson Creek Community Center. Vice Chairman Champion and Secretary Dashiell shared an update on the mold and parking issues with the precinct location. The building has been cleaned, but should be checked again prior to Election Day to determine if additional cleaning is needed. Ms. Champion recommended informing the precinct workers to dress accordingly in the event it is cold and the building needs to be aired out. Ms. Dashiell asked if the grounds could be spray painted to clearly mark parking. There was an inquiry as to whether county maintenance and housekeeping could get involved. Mr. Storey indicated he will get clarification. In addition, the financial burden incurred by the Board of Elections to extend the use of the community center until November was discussed. Since the insurance payment for November was more than the agreed rental of the property, the Board requested the rental be considered paid in full. Mr. Morrow indicated the party chairs should be notified of the long term implications should Williamson Creek Community Center continue to present problems for voting. Ms. Champion suggested tabling the discussion until after the election to allow time for research into the options available for the Williamson Creek precinct.

The next agenda item was Cyber Security. Mr. Storey presented Numbered Memo 2018-12 to the board for review. Interim Director Storey discussed the security preparations taken to secure the computer equipment used during the election. Mr. Storey indicated there will be new procedures in place for flash drive usage that will require the purchase of new hardware each election and record retention obligations that match those of paper materials. There will also be training for the poll workers to re-emphasize best security practices.

In other business, the parking for One Stop Early Voting was discussed. Mr. Storey noted the county manager had already notified the church about parking during the election and will ask county employees to park elsewhere during early voting to allow for more public access. Mr. McMinn asked if additional signage was needed but it was decided monitoring the situation was sufficient.

Next, the relevancy of having petty cash was discussed. The board asked if the funds were necessary to the operation of the office. Mr. Storey indicated that change is provided to the general public when an inexact amount is presented for payment for report requests. The board asked the interim director to review the policy and present his recommendations for future requests.

The Interim Director reported that precinct official training starts on October 5, 2018 and runs through October 12, 2018 with additional classes on October 22, 2018 and October 23, 2018. Mike McKinney from the county IT department will sit in on trainings and assist with instructing election workers.

One Stop staffing has been confirmed and training will begin on October 15, 2018. Deputy Director Owen discussed the One Stop training plan and walked the board through the procedures for shift change, reconciliation, and end of day closure. Ms. Owen will meet with the shift coordinators after training to review the procedures in detail. The board was advised on the set up plan for Early Voting.

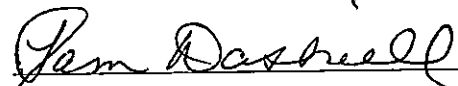
In other business, Mr. Storey discussed the preparations for Election Day with regards to staffing and allocation of duties. The board was informed of the procedures for Chief Judge Supplies pick up and precinct set up on November 5, 2018 and was comfortable with the plan of action. Deputy Director Owen informed the board there have been 202 absentee ballots mailed to date with 37 received back. Mr. Storey presented the new signage from the State Board of Elections to be distributed in the precinct supplies. The board was updated on the status of the

mock election and L&A (Logic and Accuracy) testing. There were no issues and testing is on schedule. Afterwards, the Chairman asked for board and public comment. There was none.

Chairman Morrow asked if there is a motion to go in to closed session to review the minutes of the September 21, 2018 closed session. Mr. McMinn made a motion to go in to closed session per NCGS 143-318.11(6). It was seconded by Ms. Champion. The motion carried.

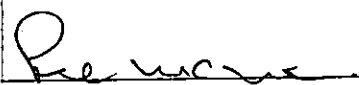
After meeting in closed session, Chairman Morrow reconvened the meeting in open session. There was no further business for board consideration. Chairman Morrow made a motion for the meeting to be adjourned; seconded by Ms. Dashiell. The motion carried. The meeting was adjourned at 11:00 AM. The next meeting of the Board is scheduled for Tuesday, October 16, 2018 at 5:00 PM for the Board to conduct regular business and consider absentee applications at the Board office, 150 South Gaston Street, Brevard.

Respectfully submitted,


Pam Dashiell, Secretary


Sara G. Champion, Vice Chairman


David P. Morrow, Chairman


Lee McMinn, Member

Approved by Board on: 12/6/2018