

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
REGULAR MEETING MINUTES
February 9, 2023

The regular meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 10 a.m. on Thursday, February 9, 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: Julie Dennis
Sandra Watson	
Wendy Warwick	
Judith West	

Visitors: Tyree Griffin, Barb Jackson

Review and Approval of Agenda

Chair Champion asked for a review of the agenda. There were no amendments to the agenda. **Member Warwick made a motion to approve the agenda. The motion carried unanimously.**

Review and Approval of Previous Minutes

The board reviewed the minutes for the August 11, 2022, September 8, 2022, and January 12, 2023 board meetings. **Member Warwick made a motion to approve the board meeting minutes for August 11, 2022, September 8, 2022, and January 12, 2023. The motion carried unanimously.**

Brevard #2 Polling Site Discussion

Tyree Griffin, the director of the Mary C. Jenkins Community and Cultural Center, was introduced to the board members. Director Storey indicated a preliminary visit took place on Monday, February 6, 2023 where discussions were held to gauge interest and the feasibility in utilizing the Mary C. Jenkins Center for a polling site. The director specified the timeline would include a site visit, ADA assessment, development agreement with the community center, notification to the State Board of Elections, and notification to the public at least 45 days prior to Election Day. Mr. Griffin expressed the community center board's desire to utilize the facility for voting. Board members asked about the parking area. Mr. Griffin stated the parking project completion date was scheduled for the end of the month. The project involved permanently rerouting vehicle traffic flow to avoid pedestrian traffic from the parking lot to the community center. Chair Champion asked about the occupancy rating for the community center. Mr. Griffin replied around 120. Chair Champion suggested the board compare / contrast the existing Brevard #2 polling site with the specifications for the Mary C. Jenkins Community Center. Chair

Champion asked about controlled access for Election Day. Director Storey said those details would be in the agreement with the community center. The board agreed to schedule a site visit once the parking area and new traffic patterns have been completed. Member Warwick wanted to clarify the location would only be used as a polling site for Election Day. The director indicated that was correct. The board is evaluating it as an Election Day precinct location. The board asked about expected costs. Mr. Griffin mentioned he would collaborate with Director Storey on that during the agreement. The director anticipated it would be comparable to the \$150 fee for other existing community center polling sites. **Member West made a motion to evaluate the Mary C. Jenkins Community Center as a possible Brevard #2 Precinct polling site. The motion carried unanimously.**

FY 23-24 Budget

The director presented the board with the proposed expenses for FY 23-24. Director Storey explained there were four areas that met the threshold for further detailed information. Contract Labor, Web Services, Operating Supplies, and Non-capitalized Equipment. The board asked for the date for department head presentations to the county commissioners. The director has not received a date yet but will notify the board when scheduled. Chair Champion and Director Storey will also meet with the county manager and administrative staff following the department head presentations. Member Warwick asked if we were including satellite radios in the budget. The director stated that it would be an IT and/or Communications budget item and borrowed by Elections during the early voting / Election Day period. The board asked about security cameras. Director Storey indicated they are currently shared access with communications and a separate system is not needed unless the Board of Elections were to lose access to existing cameras. The board reviewed and approved the budget proposal as presented.

DIRECTOR UPDATES

Director Storey informed the board the State Elections Conference will be held August 13-15, 2023 at a location to be announced. The director and new board members are required to attend, but highly recommended for all board members and staff.

The director asked the board to consider a modification to the regular board meeting schedule combining the October 12, 2023 board meeting with the October 10, 2023 absentee meeting. The board unanimously agreed to move the regular board meeting to October 10, 2023 at 5 p.m.

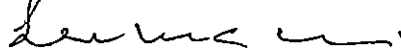
Director Storey shared a presentation from the State Board of Elections that provided an overview of the National Change of Address (NCOA) process.

BOARD AND PUBLIC COMMENTS

Ms. Jackson asked the board to repeat which budget line items were greater than the 5% threshold. Chair Champion responded with contract labor, web services, operating supplies, and non-capitalized equipment.

On a motion by Member Watson, the meeting adjourned at 11:03 a.m. The next scheduled meeting will be at 10 a.m. on March 9, 2023, at 150 South Gaston Street, Brevard, NC 28712.

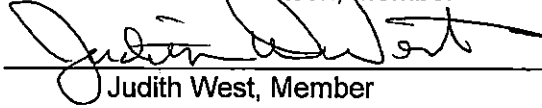
Respectfully submitted,



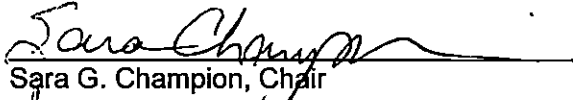
Lee McMinn, Secretary



Sandra E. Watson, Member



Judith West, Member



Sara G. Champion, Chair



Wendy Warwick, Member

Approved by Board on: 4-13-2023