

MINUTES, LENOIR COUNTY BOARD OF ELECTIONS ON 23 AUGUST 2012 AT 4 P.M. AT ELECTIONS HEADQUARTER, 110-C SOUTH HERRITAGE STREET, KINSTON, NC

Present: Chairman Sharon L. Kanter, Secretary Oscar E. Herring, Board Member Kimberly B. Allison, and Elections Director Dana W. King

Chairman Kanter called the meeting to order at 4:00 p.m. and distributed an agenda for the meeting, which was accepted by the board. No minutes were prepared for approval, so reading of the previous meeting's minutes was deferred until the next scheduled board meeting.

The Board and the Elections Director reviewed the calendar for the remainder of the year and noted events that will necessitate revisions to the calendars. The Elections Director is to update the calendars and email copies to each board member.

Old Business

The technical training has been scheduled for all precinct workers prior to the opening of the One-Stop sites. The Elections Director has talked with the IT Department [Jamie] to ensure there are sufficient laptops at the training site [Cooperative Extension Service building] for each precinct. Chairman Kanter stated that she needed to be in attendance since the NC GS states that the "*Chairman is responsible for all training.*" The technical training schedule and the general training schedule is documented in the 8 August 2012 minutes.

Chairman Kanter requested an update on the BOE website. Mrs. King responded:

- LCBOE is anticipating a letter from the SBOE that shall list the candidates.
- The ballots will not be ready to mail out on 9/7/2012 because there is a delay in identifying all candidates, pending the conclusion of the Democratic Convention. Hopefully, the ballots will be mailed no later than 9/12/2012.
- The One-Stop site at the former Kinston-Lenoir County Recreation Department on McLewean Street will be added and there will be a photo of the site. The former One Stop site (vacant building on McLewean Street) will be deleted.
- Previously there was a large volume of minutes to send to Joey Bryan so they could be added to the LCBOE website. Mrs. King stated that all approved minutes (signed by the board members) have been sent to Mr. Bryan.
- Joey Bryan has been notified to change the name and demographic information on local candidates. Mrs. King noted that some of this information was changed earlier today.
- Mrs. Hammonds is to remove the name of some candidates once the candidate listing is received from the SBOE.

Mrs. King stated there was a link available to the One-Stop voting sites. The question was asked, "Where is the link?"

The Board expressed their anxiety over timing and content of the training of the precinct workers and the General Election. The Elections Director stated that for the general training sessions that she will use:

- A video prepared by the SBOE,
- A flash stick [for use in a USB port] with information for training purposes, and
- The use of a projector.

It was recommended that Mrs. King consult with Jamie in the IT Department regarding the training to

ensure that both of them are working from the same page. Chairman Kanter stated that she wants to be present at that meeting. Mrs. King responded that she would call Jamie tomorrow and let Kanter know the date and time of the meeting.

At this point in the meeting, the Chairman shared with the other board members and the Elections Director a very impressive notebook and checklist that are being used in training Wake County precinct workers. The Chair removed the tabs listed below and gave them to the Elections Director, along with the entire notebook, with the observation that similar tabs and a notebook could benefit the precinct workers in Lenoir County. Materials in the Wake County Precinct Worker manual included:

- Polling Place Set-Up Checklist
- Ballot Table Quick Guide
- Help Table Quick Guide
- Voting Equipment Quick Guide
- Laptop Quick Guide
- One page guide: What Constitute a Violation of Election Law
- One page guide: Provisional Voting (instructions)
- One page guide: Observers

It was the consensus of the board not to re-invent the wheel but to mirror the information that has been shared by Wake County. The board agreed that the most critical pieces for LCBOE to adapt for the coming general election are the Quick Guides and the one-page guides. Mrs. King stated it should not be a problem to prepare those materials in advance of the schedule trainings.

Each precinct worker should have an “elections notebook” and the worker’s notebook which should be different from the Chief Judge’s notebook.

In opening discussion of the LCBOE budget, Chairman Kanter asked if there were sufficient funds in the budget to cover the costs associated with the upcoming General Election and Elections Director King responded “yes”. There was extensive discussion on the line items in brackets. Chairman Kanter voiced concern about those line items, and Mrs. King was requested to provide an explanation. Mrs. King stated that when the precinct workers’ time sheets were forwarded to Lenoir County Finance Office, the expenses were keyed to the incorrect line item but the error had been corrected. Chairman Kanter requested a corrected copy of the budget showing the corrections. It was recommended that future expenses sent to the Finance Department have a cover sheet with the Board of Elections line items listed and that the Elections Director shall check the line item(s) against the submitted expenses. This minor procedure will assist the Finance Department and will eliminate any guess work.

Mrs. King informed the Board that the One-Stop voting site in the vacant building on McLewean Street has been rented by the owner. The City of Kinston has authorized the LCBOE to use the former Kinston-Lenoir County Recreation Department Administration Building, also on McLewean Street, as a replacement site. There will be no rent or utility cost.

In 2008 the majority of the voters took advantage of the early voting during the 12.5 days that the One Stop sites were opened at Falling Creek and Moseley Hall.

	<u>2008</u>
Falling Creek	607 citizens voted on Election Day
Moseley Hall	494 citizens voted on Election Day

Mr. Gary Bartlett, Executive Director of the SBOE, recommended in his visit to Kinston earlier this week that the LCBOE not spit these precincts prior to the General Election and to wait until after the General Election to take this action. Herring suggested that the Elections Director notify the appropriate officials at Falling Creek and Moseley Hall that the new locations will not be used during the General Election.

On August 18, 2012 the officials at Hugo FWB Church approved the use of the church as a new precinct for Contentnea. Mr. Bartlett recommended that the LCBOE not make any changes on the physical site of the Contentnea precinct until after the General Election because there should be nothing done that will cause any confusion on the location of the precinct. Mrs. Kanter stated that the precinct workers wanted out of the Fire Department, which is an uncomfortable and inconvenient work space for them, and they have worked hard to locate a new precinct site. The new precinct site is near the present site, is well-known in the precinct community, and is widely expected to be used as the new site in November. Mrs. King stated that there is a 90 day requirement to change the location of a precinct and the relocation of a precinct must be approved by the SBOE and the US DOJ. The Board’s decision was made to pursue relocating the precinct to Hugo FWB Church.

Oscar Herring asked if an alternative site had been found to relocate K7 [Emma Webb] precinct. Mrs. King stated that an alternative site had not been found and she recommended that the LCBOE wait until January or February to seek an alternative site.

Oscar Herring requested the status of the alternative site for Woodington [relocation to a nearby church]. Mrs. King stated that she had made no contact with the church officials and that she had misunderstood the Information that was

provided to her regarding who was to contact the potential sites. The information previously provided to Ms. King was discussed in detail and Mrs. King stated that she would contact the church officials regarding the use of the church(s) as a precinct site.

Oscar Herring asked if the Chief Judges and precinct workers had to be appointed by the Board when a vacancy occurred or if taking the oath of office was sufficient. Mrs. King stated that she would contact the SBOE for clarification.

On a motion by Kimberly B. Allison, a second by Oscar E. Herring, and unanimous approval the LCBOE restricted the use of overtime of precinct workers during the One-Stop voting period. The Elections Director was instructed to prepare a schedule of workers that will eliminate the use of overtime at any site. This will give all precinct workers the opportunity to receive additional training. Mrs. Allison suggested that the LCBOE might look at using college students as precinct workers during elections because they are knowledgeable of PCs and will be able to ensure the equipment is set up properly, and will be able to make an assessment of the problem and be able to correct them in a short period of time. Mrs. King stated that the students in the LCC computer classes were previously contacted and only one student showed an interest in working at the precincts. Mrs. Kanter stated that she would talk with the officials at Lenoir Community College about student participation. Suggestion was made that perhaps Joey Bryan could provide the names of potential precinct workers with computer expertise.

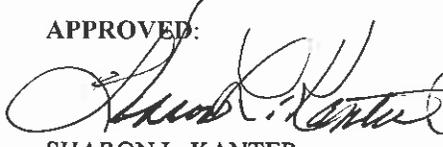
Mrs. King was asked who cleans the LCBOE Office. Mrs. King responded that A.G. Smith, a former deputy sheriff, has a cleaning business and the LCBOE has a contract with said company for cleaning services [100 hours per month]. Responding to an additional question, Mrs. King stated that each County department retains its own cleaning/janitorial services; the County does not have a blanket contract for those services.

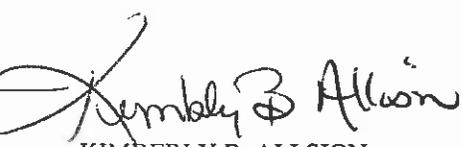
The question was asked if the LCBOE has an emergency reserve of precinct workers. Response from the Elections Director was "no". The Board recommended that the Elections Director begin developing a list of potential workers and for Deputy Director Barbara Hammonds to contact potential precinct workers to develop a list of confirmed emergency precinct workers. On a motion by Oscar Herring, a second by Kimberly B. Allison, and unanimous approval, the Elections Director shall develop a Precinct Worker Application and post it on the LCBOE website.

Mrs. King shared with the board members that the Kinston Branch of the Neuse Regional Library had acknowledged the receipt of the monetary gift from the LCBOE in memory of James L. Smith, who was previously a Chief Judge in Lenoir County.

The meeting adjourned at 1723.

APPROVED:


SHARON L. KANTER
CHAIRMAN


KIMBERLY B. ALLSION
BOARD MEMBER


OSCAR E. HERRING
SECRETARY