

MINUTES, TECHNICAL TRAINING AT LENOIR COUNTY BOARD OF ELECTIONS, 110-C SOUTH HERRITAGE STREET, KINSTON, NC AT 10 A.M. ON 19 OCTOBER 2012

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Attendees: The list of attendees is recorded in attachment 1.

The purpose of the meeting was to provide initial and refresher training to poll workers who missed one of the previous technical training sessions.

Barbara Hammons, Elections Supervisor, began the meeting with comments that this will be a busy year and requested that the attendees pay close attention because the board does not want any problems during the general election. There were no board members present.

The Lenoir County IT Department assigned an employee to conduct the training about the laptops and printers. This was a verbal recap of the instructions that are in the Chief Judge's notebook. The attendees were informed that the cables and equipment (laptops and printers) have been color coded to ensure the corrections are made correctly. Mrs. Hammonds had duplicated the instructions (same as the verbal instructions) that are in the Chief Judge's notebook and gave the attendees copies. These instructions are for setting up the laptops and the printers. The IT representative cautioned the attendees to follow the instructions step-by-step. **Do not rush the process—give the laptop time to boot up.** The IT representative reiterated that they **should NOT TURN ON THE PRINTER** until after the laptop has booted-up. The IT representative stated **if the printer is not plugged in correctly the first time it will find a default printer and will not work. Cutting the laptop on and off will not correct the problem.** When this is done a second printer icon will appear on the laptop screen. This is an HP software issue that the IT Department has to work around. The attendees were encouraged to follow the written instructions on how to operate the equipment.

The IT representative asked the poll workers to shut down their computers/printers and to restart their computers/printers, restart their computer/printers and follow the instructions that have been provided. Approximately one hour was dedicated to the poll workers connecting the laptops and printers. This part of the training session was not rushed and each attendee was given the opportunity to obtain assistance from the county IT representative, or from the Elections Supervisor. At the conclusion of this portion of the training session Ms. Hammonds encouraged the poll workers to take the hand-outs (printed from the Chief Judge's notebook) home with them, study the set up procedures and if they need clarification on any of the procedures they should call Election Headquarters for clarification prior to the election.

Ms. Hammonds instructed the attendees to proceed to one of the four iVotronic machines to receive hands-on training. Attendees were informed that when they arrive at their precinct on November 6th that there will be a zero tape for each iVotronic machine. Ms. Hammonds proceeded with the technical training and informed the attendees that each iVotronic machine has one master PEB and three Supervisor PEBs. Each group assembled at the iVotronic machines were instructed to vote three times and to use a different Supervisor PEB each time. Each attendee was given the opportunity to have hands-on training and to change the paper in the iVotronic machine. Mrs. Hammonds reminded the poll workers when the polls have been closed that they must use the Master PEB, proceed to each of the iVotronic machines and to close each machine. If all machines are not closed down then they will not be able to proceed with the *close down* process. After closing all the terminals, reinsert the Master PEB into any one of the terminals to print the results tape. The communications pack must be hooked

up to print a tape. Select “*print polling location results tape now*”. **BE PATIENT – FOLLOW THE INSTRUCTIONS AND DO NOT RUSH THE PROCESS.** Two totalized tapes will print. The Chief Judge and the two Assistant Judges must sign these tapes. At the conclusion of the hands-on training on the iVotronic machine the attendees were afforded the opportunity for questions and answers. Any attendee that desired additional hands-on training was encouraged to remain after the training session and “*play with the iVotronic machine.*”

The technical training was completed at 11:30 a.m. on 19 October 2012.

These minutes were electronically approved by the board on 19 October 2012

Attachment 1 List of Attendee

- ❖ Boyette, Peggy M (**Judge**) – Southwest. Did not attend training.
- Chapman, Theresa E – K6, 10/19/2012 [1000-1200]
- ❖ Coward, Andrew L – Sandhill. Did not attend training.
- ❖ Daughety, Teresa – Trent 1 and new worker. Did not attend training.
- Dunn, LaVon – Southwest [1000-12000]. *Must be a new worker because her name was not on the list of approved poll workers.*
- Hammonds, Barbara – Elections Supervisor
- Hampton, Sara – Vance, 10/19/2012 [1000-1200]
- Hill, Theresea M – Neuse, 10/19/2012 [1000-12000]
- ❖ Hines, Gary S – Vance. Did not attend training.
- Hodges, Linda – Falling Creek, 10/19/2012 [1000-1200]
- Isler, Marshall C – K6, 10/19/2012 [1000-1200]
- ❖ Jenkins, Charles – Neuse. Did not attend training.
- ❖ Jenkins, Marietta – K5. Did not attend training.
- ❖ Moody, Rebecca (**Chief Judge**), Neuse. Did not attend training.
- ❖ Pearcill, Smithie – K6. Did not attend training.
- ❖ Pollard, Deborah R – K3. Did not attend training.
- ❖ Pope, Deborah – Southwest. Did not attend training.
- ❖ Rouse, Della S – Contentnea . Did not attend training.
- Shepard, Barbara H – Trent 1, 10/19/2012 [1000-12000]
- Shepard, Robert B – Trent 2, 10/19/2012 [1000-12000]
- ❖ Solomon, Valorie J – K7. Did not attend training.
- Stroud, Frances Hill - Pink Hill 1, 10/19/2012 [1000-12000]
- Sweat, Margaret – K6, 10/19/2012 [1000-1200]