



BUNCOMBE COUNTY ELECTION SERVICES

BUNCOMBE COUNTY BOARD OF ELECTIONS

Board Meeting Agenda

Tuesday April 28, 2020

5:00 pm

Welcome of Visitors and Introduction of Remote Meeting Features

- I. Review of Minutes
- II. Review of Budget
- III. Approval of 2nd Primary and General Election Board Meeting Schedules
- IV. Approval of 2nd Primary Precinct Consolidations
- V. Finalization of Early Voting Plan for 2nd Primary, June 23rd
- VI. Preliminary Discussion of November General Election Early Voting Plan
- VII. Office Updates

Buncombe County Board of Elections

Meeting Minutes

April 28, 2020

Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:00PM on May 20, 2020 at 77 McDowell Street, Asheville, NC 28801.

In response to the COVID-19 threat and NC Stay at Home Order, the board meeting was held with limited in-person board members and staff. The board members and staff, along with the public, were in attendance over a virtual public access site hosted through the public Microsoft Teams meeting app. Directions on how to attend this virtual meeting were provided to the public on the Buncombe Election Services website.

Present

Board Members-

Jake Quinn, Chairman (in person)

Elizabeth Newman, Secretary
(virtual)

Linda Block (virtual)

Stephen G. Duncan (virtual)

Jay Watson (in person)

BOE Staff-

Corinne Duncan, Director (in person)

John Noce (virtual)

Neggy Fox (in person)

Devin Whitney (in person)

Victoria Pickens (virtual)

Joyce Kanavel (virtual)

Visitors-

36 virtual guests

Welcome of Visitors

Chairman Jake Quinn did a roll call of all board members and staff attending the meeting. He indicated who was attending “in person” and “virtual”. All virtual guests were welcomed and notified this was the first virtual Board of Elections meeting. Thanked Devin Whitney for his perseverance in making this happen and all staff for their hard work in preparing for this new method.

Item One – Approval of Minutes

- Chairman Quinn postponed the review and approval of meeting minutes for:
 - March 6, March 12, March 13 (two meetings), and March 17, 2020

Item Two – Review of Budget

- Director Duncan presented a working copy of the budget for FY 2020-21 for review.
- Director Corinne Duncan discussed the discretionary portion of the FY 2020-21 budget, which is similar to FY 2019-20 budget.
 - Slightly less in the area of salaries and benefits due to the end of four one-year temporary positions that will terminate in December 2020.

- Higher in election discretionary funding because of the required longer hours for One-Stop sites for the 2020 November General Election.
- Nondiscretionary is basically the same.
- Director Duncan also provided a table offering a comparison with the budget from FY 2016-17 (includes 2016 General Election) to FY 2019-20, along with graph indicating budget drivers:
 - Primarily poll workers.
 - Most other categories are stable.
 - Office space rental is decreasing with the end of the lease at the Asheville Mall.
- Chairman Quinn asked about the Adecco employment agency markup on poll worker and temporary worker wages. Director Duncan indicated it is 33%.
- Chairman Quinn asked about looking into other options for staffing agencies in order to decrease the cost. He also wondered what, exactly, the BOE is getting from Adecco, especially as it is a large component of the budget. He noted the desire to spend money as efficiently and effectively as possible.
- Chairman Quinn discussed how we do not know what will be happening during the fall election and may not be following standard approach. Possibly need:
 - More voter education to prepare the public for changes, along with options for absentee voting and early voting. Is there any allocation in the budget to cover this?
 - Director Duncan stated any COVID-19 related additional PR expenses has not been included in budget, and this can be revisited. SBE is making strong efforts to supply monies for COVID-19 related PR and supplies.
- Director Duncan reported the deadline for the board to approve the budget is needed within the next two weeks. Chairman Quinn asked the board to be ready to approve the proposed budget at the next board meeting.

Item Three – Approval of 2nd Primary and General Election Board Meeting schedules

- Chairman Quinn presented the revised 2nd Primary meeting schedule with meetings beginning on Tuesday June 2nd for absentee ballot review and ending on Monday July 6th 11:00 AM with Canvass.
- Secretary Elizabeth Newman asked about availability of other board members with the change of dates. She stated that she has previous plans to be out of town on the new Canvass date. Chairman Quinn thanked her for bringing this up and there is time to investigate various options on how to handle this.
- Chairman Quinn made a motion to approve the proposed revised 2nd Primary Meeting schedule as presented by staff. Member Watson seconded and the Board approved unanimously.
- Director Duncan confirmed the meetings schedule for 2020 General election had already been approved at a previous board meeting.

Item Four – Approval of 2020 2nd Primary Precinct Consolidations

- Staff member Whitney presented a resolution for the proposed temporary transfer of voters in precinct 13.1. (See Attached)
 - Resolution 04282020A – precinct 13.1 will temporarily move from Calvary Baptist Church to share location with precinct 16.2, West Asheville Library.
 - Chairman Quinn motioned to approve Resolution 04282020A. Member Watson seconded, and the board approved unanimously.
- Staff member Whitney presented a resolution to move precinct 26.1 from Asheville School to St. George Episcopal Church, located at 1 School Road, Asheville. (See attached)
 - Resolution 04282020B – precinct 26.1 would permanently move from Asheville School to St. George Episcopal Church.
 - Chairman Quinn motioned to approve Resolution 04282020B. Member Watson seconded, and the board approved unanimously.
- Staff member Whitney presented a resolution for the proposed temporary transfer of voters in precinct 38.3. (See attached)
 - Resolution 04282020C - precinct 38.3 will temporarily move from Trinity of Fairview Church to share location with precinct 38.2, Cane Creek Middle School.
 - Chairman Quinn motioned to approve Resolution 04282020C. Member Watson seconded, and the board approved unanimously.
- Staff member Devin Whitney presented a resolution for the proposed temporary transfer of voters in precinct 41.1. (See Attached)
 - Resolution 04282020D – precinct 41.1 will temporarily move from French Broad Fire Department to share location with precinct 58.1, North Buncombe Middle School.
 - Member Block is concerned about the additional distance Precinct 41.1 voters will need to travel (6.8miles or thirteen minutes) to this temporary voting location.
 - Director Duncan explained that staff had looked at location size, convenient access, most parking, and if there are any conflicts. This site satisfied all of these criteria's. There are no other public buildings or other locations which can meet the criteria in that portion of the county.
 - Chairman Quinn motioned to approve Resolution 04282020D. Member Watson seconded, and the board approved unanimously.
- Staff member Whitney presented a resolution for the proposed temporary transfer of voters in precinct 57.1. (See Attached)
 - Resolution 04282020E – precinct 57.1 will temporarily move from Skyland Fire Bishop Substation to share location with precinct 56.2, Skyland First Baptist Church.
 - Chairman Quinn motioned to approve Resolution 04282020E. Member Watson seconded, and the board approved unanimously.
- Staff member Whitney presented a resolution for the proposed temporary transfer of voters in precinct 71.1. (See attached)
 - Resolution 04282020F - precinct 71.1 will temporarily move from Weaverville United Methodist Church to share location with precinct 67.1, Weaverville Town Hall.
 - Chairman Quinn motioned to approve Resolution 04282020F. Member Watson seconded, and the board approved unanimously.

Item Five – Finalization of 2020 2nd Primary Election Early Voting Plan

- Staff member Fox presented the revised Early Voting Plan for the revised 2nd Primary date of June 23, 2020.
 - The Early Voting Location will be at the Elections Warehouse on 50 Coxe Avenue, as the main office in-lieu-of site with the following dates and hours:
 - Monday – Friday: Starting June 4th and ending on June 20th, hours of operation would be from 8:00AM – 6:00PM, both weeks.
 - Saturday June 20th : Open from 8:00 AM – 3:00 PM.
- Member Watson reminded everyone this plan had already been approved for the 2020 2nd Primary originally scheduled for May 12, and that this was just changing the dates to accommodate the new date for the 2nd Primary on June 23.
- Chairman Quinn moved to open the Warehouse (50 Coxe Ave) as the Early Voting site starting June 4 from 8:00 am – 6:00 pm, Monday – Friday, both weeks, and open the last Saturday June 20th from 8:00 am – 3:00 pm for a total of 13 days. The board approved unanimously.

Item Six – Preliminary Discussion of November 3, 2020 General Election Early Voting Plan

- Staff member Fox presented the State mandated Early Voting dates and hours which must be uniform for all sites, including weekdays and weekends:
 - Starts on Thursday October 15th through Saturday October 31st.
 - Monday – Friday: must open from 8:00AM – 7:30PM, all sites.
 - Last Saturday : must open from 8:00 AM – 3:00 PM, all sites
 - Any additional weekend dates (two Saturdays and two Sundays) and hours to be determined by the board.
- Staff member Fox presented historical Presidential General Elections data from 2008 to 2016, including number of sites and days/hours (see below, left).

Historical Stats				Early Voting Site Cost	
General Election Year	2016	2012	2008	Number of Sites	Labor Costs
Number of sites	20	18	15	1	\$17,544
Total Voters	100,954	83,496	83,840	20	\$350,880
Average Voter per hour/ per site	39.24	37.06	35.38	15	\$263,160 (< \$87,720 savings)
Saturday Hours	10:00 am to 6:00 pm	10:00 am to 6:00 pm	N/A	Additional costs:	
Sunday Hours	1:00 pm to 6:00 pm	1:00 pm to 6:00 pm	N/A	➢ Cost for training staff/\$1,600 per site.	
				➢ Cost of supplies that each site requires/\$500 per site.	
				➢ Cost for additional ballots/TBD per unit.	

- Cost-per-site data provided (above, right) does not include training, supplies, and additional ballot-on-demand printers (Balotar machines) if we exceed current amount on hand.
 - BOE has enough Balotar machines for 15 sites with two backups. Staff is recommending 15 sites for the General Election.

- Staff member Fox presented the proposed Early Voting sites (see below) for the 2020 General Election. Many are sites used in the past for both consistency and public familiarity.
 - Land of Sky Regional Council on New Leicester Hwy, is a new site that would help relieve the heavy volume from the West Asheville area.
 - Staff member Fox would like to find a second location in South Asheville to help relieve heavy volume from the South Asheville Library location.
 - Staff member Fox would like to find a second location in North Asheville to help relieve heavy volume from the North Asheville Library location.
 - Warren Wilson College has reached out to be a possible Early Voting location in lieu of Bee Tree Fire Station. Discussion ensued regarding other possible locations to replace the Fire Station for the Swannanoa Valley community.
- Director Duncan noted that the Dr. Wesley Grant Southside Center merited consideration as an Early Voting site, and reported having received over a hundred comments from the public to that effect.
- Chairman Quinn noted that the Early Voting site at UNCA relieved the heavy volume at North Asheville Library in 2008, 2012 and 2016, and voiced his expectation that UNCA would again host an Early Voting site in 2020.
- Chairman Quinn asked for the date final plan is due to SBE (August 2020) and expressed appreciation for such an early start in working on the Early Voting location proposal for the General Election.

Proposed Early Voting Sites

- | | |
|-----------------------------|--|
| 1. Asheville Mall | 9. North Asheville Library |
| 2. Asheville Outlets | 10. South Buncombe Library |
| 3. Bee Tree Fire Department | 11. Weaverville Town Hall |
| 4. Black Mountain Library | 12. West Asheville library |
| 5. Elections Warehouse | New Sites: |
| 6. Enka-Candler Library | 13. Land of Sky Regional Council |
| 7. Fairview Library | 14. 2 nd North Asheville location - TBD |
| 8. Leicester Library | 15. 2 nd South Asheville location - TBD |

Item Seven – Public Questions and Office Updates

- Chairman Quinn addressed some of the public’s questions submitted online.

Office Updates -

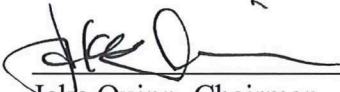
- Chairman Quinn wanted to note that John Noce’s last day with BOE is this Friday May 1, 2020. He will be working with State Board of Elections as a District Rep and will be helping the 25 Western NC counties continue to be successful.
- Director Duncan announced:
 - Devin Whitney has joined the BOE staff as a permanent member (Election Technical Specialist GIS).

- The Elections Technician position vacancy has been posted on Monday April 27, 2020.
- The Absentee Specialist/Training position will be posted on Monday May 4, 2020.
- COVID-19 update:
 - Half of the staff are working from home, and half in office.
 - Currently main office is closed to public, but we do have a drop box and we will be open for absentee ballots to be dropped off and filing in July.
 - Have sufficient PPE in office and lots of separate rooms with doors to make social distancing easier. Also, some people are working at the Alport Building on the 5th floor, and at the warehouse.
 - SBE is helping pay for poll worker PPE supplies, such as gloves, masks and sanitizer.
 - We will be installing Plexiglas barrier on the front desk area.
- Working on preparing for upcoming election and anticipate needing to replace workers dropping out the closer to election dates.
- Have received used laptops from IT to be used for training purposes only.
- Software has been updated for 2nd Primary so sample ballots are available. Website is updated and new meeting dates will be added now that they are approved.

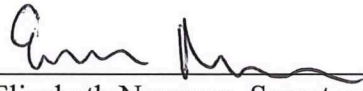
The meeting adjourned at 6:30 pm.

Minutes submitted by: Mary Harrill

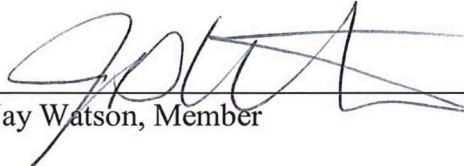
Approved by:



Jake Quinn, Chairman



Elizabeth Newman, Secretary



Jay Watson, Member



Stephen G. Duncan, Member



Linda Block, Member

Buncombe County Election Services ***2020 Board Meeting 2nd Primary Schedule***

*All public meetings conducted by the Buncombe County Board of
Elections are held at
77 McDowell Street, Asheville, NC 28801*

Schedule of Meetings: (Subject to changes)

Tuesday, June 2nd @ 5:00pm

Absentee Meeting

Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, June 9th @ 5:00pm**

Absentee Meeting & Machine Testing

G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, June 16th @ 5:00pm**

Absentee Meeting

G.S. 163A-1308 (f) / 163-230.1(c1)*

Saturday, June 20th @ 3:00pm**

Absentee Meeting – Close of One Stop

G.S. 163A-1311 / 163-232*

Tuesday, June 23rd @ 6:30am – 7:30pm**

Second Primary Election Day

Tuesday, June 23rd @ 2:00pm**

Counting of Absentee Ballots

G.S. 163A-1315(2) / 163-234*

Friday, June 26th @ 5:30pm**

Supplemental List of Executed Absentee
Ballots

G.S. 163A-1312(a)/163-232.1*

Thursday, July 2nd @ 5:30pm

Provisional Ballots

G.S. 163A-1169 (a) (4) / 163-182.2*

Monday, July 6th @ 9:00am

UOCAVA Supplemental Ballots

G.S. 163A-1346 (a) / 163-258.12*

Monday, July 6th @ 11:00am**

Canvass

G.S. 163A-1172 / 163-182.5*

**Old law G.S.163A now back to G.S.163*

***Statutory Meetings*

RESOLUTION 04282020A

TEMPORARY TRANSFER OF VOTERS FOR PRECINCT 13.1

WHEREAS, the current voting location for Precinct 13.1 is Calvary Baptist Church, 531 Haywood Road Asheville; and,

WHEREAS, as of today, only 767 voters in Precinct 13.1 are eligible to vote in the June 23rd second primary election and due to an event being previously scheduled, the church has asked not to host June's election; and,

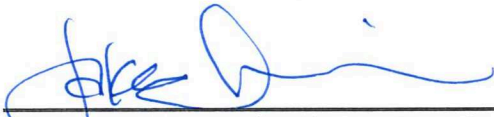
WHEREAS, North Carolina General Statutes 163-129 provides that upon a resolution adopted by the County Board of Elections, voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct; and,

WHEREAS, the County Board's proposal is subject to approval by the Executive Director of the State Board of Elections.

NOW, THEREFORE BE IT RESOLVED by the Buncombe County Board of Elections as follows:

1. During the June 2020 Primary Election, those voters residing within Precinct 13.1 shall be temporarily transferred to Precinct 16.2 located at West Asheville Library, 942 Haywood Road, Asheville.
2. That all notice requirements of North Carolina General Statutes 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson and dispatched to the State Board of Elections for consideration of the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

RESOLUTION 04282020B

MOVING LOCATION OF BUNCOMBE COUNTY PRECINCT 26.1

WHEREAS, the current voting location for Precinct 26.1 is Asheville School Athletic Center, 232 Asheville School Road, Asheville; and,

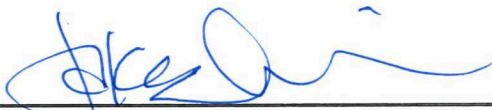
WHEREAS, North Carolina General Statute 163-128 provides that a county board of election shall have power from time to time, by resolution, to establish, alter, discontinue, or create such new election precincts or voting places as it may deem expedient; and,

WHEREAS, the county board's proposal is subject to approval by the Executive Director of the State Board of Elections.

NOW, THEREFORE BE IT RESOLVED by the Buncombe County Board of Elections as follows:

1. That pursuant to North Carolina General Statutes 163-128, voting for Precinct 26.1 will cease to occur at Asheville School Athletic Center; and,
2. That pursuant to North Carolina General Statutes 163-128, St George's Episcopal Church, 1 School Rd, Asheville, will be the new voting location for Precinct 26.1; and,
1. That all notice requirements of North Carolina General Statutes 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson and dispatched to the State Board of Elections as consideration for the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

RESOLUTION 04282020C

TEMPORARY TRANSFER OF VOTERS FOR PRECINCT 38.3

WHEREAS, the current voting location for Precinct 38.3 is Trinity of Fairview Church, 646 Concord Road, Fletcher; and,

WHEREAS, as of today, 2,061 voters in Precinct 38.3 are eligible to vote in the June 23rd second primary election and due to an event being previously scheduled, the church has asked not to host June's election; and,

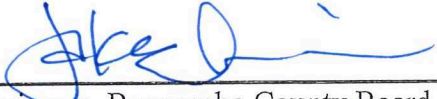
WHEREAS, North Carolina General Statutes 163-129 provides that upon a resolution being adopted by the County Board of Elections, voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct; and,

WHEREAS, the County Board's proposal is subject to approval by the Executive Director of the State Board of Elections;

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

1. During the June 2020 second primary election, those voters residing within Precinct 38.3 shall be temporarily transferred to Precinct 38.2, located at Cane Creek Middle School, 570 Lower Brush Creek Road, Fletcher; and
2. All notice requirements of North Carolina General Statutes Section 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson, and dispatched to the State Board of Elections for consideration of the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

RESOLUTION 04282020D

TEMPORARY TRANSFER OF VOTERS FOR PRECINCT 41.1

WHEREAS, the current voting location for Precinct 41.1 is French Broad Fire Department, 572 Fletcher Martin Road Alexander; and,

WHEREAS, as of today, 1,950 voters in Precinct 41.1 are eligible to vote in the June 23rd second primary election and, due to COVID-19, the Fire Station is remaining closed to the public until July 1st; and,

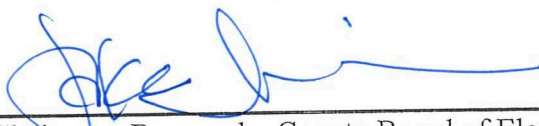
WHEREAS, North Carolina General Statutes 163-129 provides that upon a resolution being adopted by the County Board of Elections, voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct; and,

WHEREAS, the County Board's proposal is subject to approval by the Executive Director of the State Board of Elections;

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

1. During the June 2020 second primary election, those voters residing within Precinct 41.1 shall be temporarily transferred to Precinct 58.1, located at North Buncombe Middle School, 51 N. Buncombe School Road, Weaverville; and
2. All notice requirements of North Carolina General Statutes 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson, and dispatched to the State Board of Elections for consideration of the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

RESOLUTION 04282020E

**TEMPORARY TRANSFER OF VOTERS
FOR PRECINCT 57.1**

WHEREAS, the current voting location for Precinct 57.1 is Skyland Fire Bishop Substation, 310 Williams Rd, Fletcher; and,

WHEREAS, as of today, 1,938 voters in Precinct 57.1 are eligible to vote in the June 23rd second primary election and, due to COVID-19, the Fire Station is remaining closed to the public until July 1st; and,

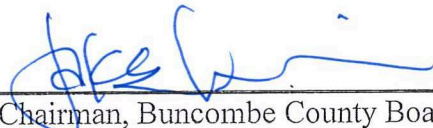
WHEREAS, North Carolina General Statutes 163-129 provides that upon a resolution being adopted by the County Board of Elections, voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct; and,

WHEREAS, the County Board's proposal is subject to approval by the Executive Director of the State Board of Elections;

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

1. During the June 2020 second primary election, those voters residing within Precinct 57.1 shall be temporarily transferred to Precinct 56.2, located at Skyland First Baptist Church, 2115 Hendersonville Rd, Arden.
2. All notice requirements of North Carolina General Statutes 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson, and dispatched to the State Board of Elections for consideration of the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

RESOLUTION 04282020F

**TEMPORARY TRANSFER OF VOTERS
FOR PRECINCT 71.1**

WHEREAS, the current voting location for Precinct 71.1 is Weaverville United Methodist Fellowship Center, 90 N. Main Street, Weaverville; and,

WHEREAS, as of today, 2,016 voters in Precinct 71.1 are eligible to vote in the June 23rd second primary election and, due to an event being previously scheduled, the church has asked not to host June's election; and,

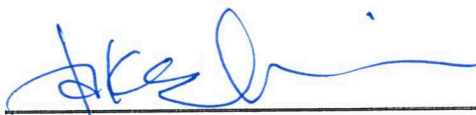
WHEREAS, North Carolina General Statutes 163-129 provides that upon a resolution being adopted by the County Board of Elections, voters from a given precinct may be temporarily transferred, for the purpose of voting, to an adjacent precinct; and,

WHEREAS, the County Board's proposal is subject to approval by the Executive Director of the State Board of Elections;

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

1. During the June 2020 second primary election, those voters residing within Precinct 71.1 shall be temporarily transferred to Precinct 67.1, located at Weaverville Town Hall, 30 S. Main Street, Weaverville; and
2. All notice requirements of North Carolina General Statutes 163 shall be met.

THIS RESOLUTION shall be effective upon the date of its signing by the Board's Chairperson, and dispatched to the State Board of Elections for consideration of the Board's decision on April 28, 2020.



Chairman, Buncombe County Board of Elections

Early Voting Schedule

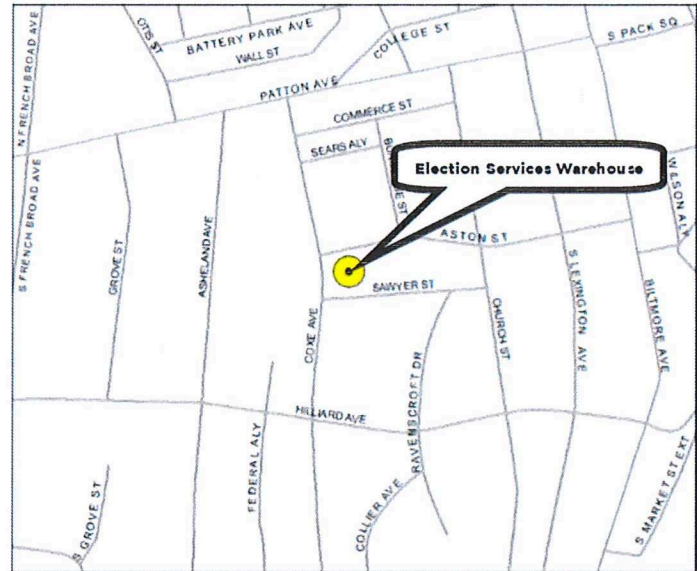
Second Primary - 11th Congressional District - Republican

Eligible Voters Include:

- Registered Republicans
- Unaffiliated voters that voted Republican in March
- Unaffiliated voters that did not vote in March

Early Voting Location:

**Election Services Warehouse -
50 Coxe Avenue
Asheville, NC 28801**
(Across from the downtown bus depot)



**BUNCOMBE COUNTY
ELECTION SERVICES**

Hours of Operation:

				Thursday 6/4	Friday 6/5	Saturday 6/6
				8:00 am - 6:00 pm	8:00 am - 6:00 pm	Closed
Sunday 6/7	Monday 6/8	Tuesday 6/9	Wednesday 6/10	Thursday 6/11	Friday 6/12	Saturday 6/13
Closed	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	Closed
Sunday 6/14	Monday 6/15	Tuesday 6/16	Wednesday 6/17	Thursday 6/18	Friday 6/19	Saturday 6/20
Closed	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 6:00 pm	8:00 am - 3:00 pm