



BUNCOMBE COUNTY ELECTION SERVICES

BUNCOMBE COUNTY BOARD OF ELECTIONS

Board Meeting Agenda

Tuesday September 15, 2020

5:00 pm

Welcome of Visitors

- I. Approval of minutes
- II. Office updates
- III. MAT appointments
- IV. Approval of updated board meeting schedule
- V. Discuss absentee preparation process
- VI. UOCAVA duplication

Buncombe County Board of Elections
Meeting Minutes
September 15, 2020

Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:04 pm September 15, 2020 at 77 McDowell Street, Asheville, NC 28801. A copy of the agenda is attached.

In response to the COVID-19 pandemic and NC Safer at Home Order, the board meeting was held with limited in-person Board members and staff. Members of the public and additional staff were invited to attend virtually using Microsoft Teams. Directions on how to attend this virtual meeting are provided to the public on the Buncombe BOE website.

Present

Board Members-

Jake Quinn, Chairman (in person)
Linda Block (in person)
Stephen G. Duncan (in person)
Elizabeth Newman (in person)
Jay Watson (in person)

BOE Staff-

Corinne Duncan, Director (in person)
Kevin Roberts, Administrative Technician
(in person)
Kaylea Noce, Absentee & Training
Specialist (in person)
Devin Whitney, Elections Technical
Specialist (in person)
Gregory Parlier (in person)
Emma Rose Trautmann-Galloway (in
person)
Leslie Offill, duplicating team (in person)
Karen Rae, duplicating team (in person)
Joan Merrill, duplicating team (in person)
Allan Johnson, duplicating team (in
person)

Visitors-

3 virtual guests

Welcome Visitors and Introduction of Remote Meeting Features

Chairman Jake Quinn welcomed virtual guests.

Item One – Approval of Minutes

- Director Duncan presented the Board with the minutes of August 18, 2020 and September 8, 2020.
- Chairman Quinn invited the Board to review the minutes of August 18.

Chairman Quinn moved to approve the minutes of August 18, the Board approved unanimously.

- Chairman Quinn invited the Board to make review the minutes for September 8.

Chairman Quinn moved to approve the minutes of September 8, the Board approved unanimously.

Item Two – Office Updates

Director Duncan gave the following updates:

- Training for early voting is underway and running smoothly.
- Poll worker recruitment is ahead of schedule; all early voting and Election Day positions are filled along with backups.
- Emergency planning is progressing.
- Direction from the SBOE was issued stating that Board review of absentee ballots cannot begin until September 29.
 - As such, the present meeting will be dedicated to the duplication of UOCAVA ballots and allow the Board to review a duplication policy.
 - Of the approximately 500 UOCAVA ballots that have been sent out, 57 have been returned.
- Absentee numbers update:
 - The office has received, processed and sent out 39,206 absentee ballot request forms so far, this is up 4,000 from the last board meeting.
 - BOE has received a total of 3,264 ballots (this excludes anything received today).
 - 500 new duplicates were received since the last board meeting. The public was reminded that only one request is necessary, and if an issue with a request is encountered BOE would reach out to the requestor directly.

Item Three – MAT appointments

- Staff member Noce submitted to the Board an additional name for appointment to the Multi-partisan Assistance Team (MAT).
- Staff member Noce briefly recapped the duties of MATs. The name submitted is not affiliated with a party.

Chairman Quinn moved to approve the name presented, the Board approved unanimously.

Item Four – Approval of Updated Board Meeting Schedule

- To accommodate SBOE direction of not beginning absentee review meetings before September 29, staff member Noce presented the Board with three possible schedules.
 - All alternative schedules converted the September 22 to a regular meeting and also moved the planned November 6 meeting to November 10 to allow staff additional time to prepare any remaining absentee ballots that may be received between November 3 and November 6.
- Staff member Noce estimated that there are between 2,000 and 5,000 absentee ballots returned each week. In the first week the office received 2,500 absentee-by-mail ballots back from voters.
- Member Watson emphasized that a staff presort of ballots will make the numbers more manageable.
- Director Duncan stated that SBOE clarification is outstanding regarding;
 - Whether the Board is required to be present for the duration of the scanning process at the absentee meetings and
 - Whether the Board will be able to use a signature stamp on ballot envelopes requiring Board initial.
- After discussion the Board came to a consensus on the following schedule changes;
 - Convert September 22 absentee review meeting to a regular meeting.
 - Add absentee review meetings on Wednesday September 30 and Thursday October 1.
 - Move Friday November 6 meeting to Tuesday November 10.

Chairman Quinn moved to approve the revised calendar and Board unanimously approved.

Item Five – Discuss Absentee Preparation Process

- Director Duncan presented the Board with a draft policy regarding the duplication process. The policy allowed for the duplication process to take place outside of Board meetings. This would reduce the length of board meetings.
- Staff member Noce reviewed the duplication process.
- The duplication team began duplication of 67 UOCAVA ballots while the Board reviewed the policy. It was decided that microphones be left on during duplication.

- At 6:10pm the Board paused duplication to discuss the policy. Chairman invited the board to make comments or changes to the revised policy.
- Member Block asked for clarification on the Board review process after ballots have been duplicated. Staff Member Noce found no definition of “review” in the SBOE direction. Director Duncan stated that the duplication team could be available to the Board for questions.
- Member Watson suggested the following changes;
 - Add to the duplicating team log the following four questions;
 - Did you hear all the calls?
 - Did you see all the marks?
 - Are you satisfied with the duplication? and
 - Do you have any questions or concerns regarding any duplicated ballot?
 - Remove designee language from the section specifying who can review certifications, sign off on the results/process and secure the ballots after duplication so that only the Director is authorized to do so.

Member Watson moved that the Board approve the updated ballot duplication policy. Member Duncan seconded, the Board approved unanimously, and the policy became effective immediately.

Item Six – UOCAVA Duplication

- The Board adjourned leaving the duplication team to continue under the new policy.

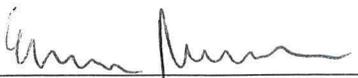
There were no public comments.

The meeting adjourned at 6:41 pm. The next meeting will be 5:00 pm on September 22, 2020, at 77 McDowell Street, Asheville, NC 28801.

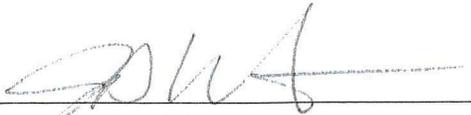
Minutes submitted by: Emma Rose Trautmann-Galloway

Approved by: 

Jake Quinn, Chairman



Elizabeth Newman, Secretary



Jay Watson, Member

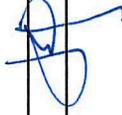
A handwritten signature in black ink, appearing to read 'Stephen G. Duncan', written over a horizontal line.

Stephen G. Duncan, Member

A handwritten signature in black ink, appearing to read 'Linda Block', written over a horizontal line.

Linda Block, Member

09152020 MAT Approval

Name	PARTY	VRN	Approval?					
Elena Keller	Una	468075						



In da Blok 9/15/20

Buncombe County Election Services

2020 General Election

Board Meeting 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 September 22nd @ 5:00pm
Board Meeting

Tuesday, September 29th @ 5:00pm**
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Wednesday, September 30th @ 5:00pm
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Thursday, October 1st @ 5:00pm
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, October 6th @ 5:00pm**
Absentee Meeting & EV Machine Testing
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Thursday, October 8th @ 5:00pm**
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, October 13th @ 5:00pm**
Absentee Meeting & ED Machine Testing
G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, October 20th @ 5:00pm**
Absentee Meeting
G.S. 163A-1308 (f) / 163-230.1(c1)*

Thursday, October 22nd @ 5:00pm
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Tuesday, October 27th @ 5:00pm**
Absentee Meeting
G.S. 163A-1308 (f) / 163-230.1(c1)*

Thursday, October 29th @ 5:00pm
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Friday, October 30th @ 5:00pm
Absentee Meeting
Allowed by G.S. 163A-1308 (f) / 163-230.1(c1)*

Saturday, October 31st @ 3:00pm**
Absentee Meeting – Close of One Stop
G.S. 163A-1311 / 163-232*

Tuesday, November 3rd @ 6:30am – 7:30pm**
General Election Day

Tuesday, November 3rd @ 2:00pm**
Counting of Absentee Ballots
G.S. 163A-1315(2) / 163-234*

(Continued on back)

Buncombe County Election Services

2020 General Election

Board Meeting 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, November 10th @ 5:00pm**

Supplemental List of Executed Absentee Ballots
G.S. 163A-1312 (a) / 163-232.1*

Thursday, November 12th @ 5:30pm

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

Friday, November 13th @ 9:00am

Provisional Ballots
UOCAVA Supplemental Ballots to follow
G.S. 163A-1346 (a) / 163-258.12*

Friday, November 13th @ 11:00am**

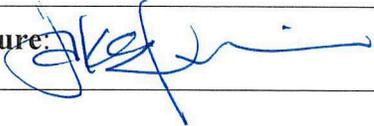
Canvass
G.S. 163A-1172 / 163-182.5*

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

***Statutory Meetings G.S.163 and HB 1169*

Buncombe County

BALLOT DUPLICATION POLICY

Policy Number: BOE-001	Board Adoption Date: 09/15/2020
Approved By: Board of Elections	Review/Revise Date: 09/15/2020
Applicability: All Personnel	Chairman Signature: 

I. Purpose

To establish uniform standards for duplicating military and overseas ballots in preparation for special Board of Elections meetings to review absentee-by-mail ballots in accordance with N.C. Gen. Stat. 163-234(2).

II. Definitions

- A. Buncombe County Board of Elections: The Buncombe County Board of Elections is a five member quasi-judicial, policy-making entity charged with overseeing elections administration in Buncombe County.
- B. Absentee Board Meeting: The Buncombe County Board of Elections is required by N.C. Gen. Stat. 163-230.1(f) to meet beginning on the fifth Tuesday prior to each election for the purpose of reviewing absentee-by-mail ballot applications and to determine whether the applications shall be approved or rejected. An additional meeting for this purpose must be held to review supplemental absentee ballot applications prior to the county canvass established under N.C. Gen. Stat. 163-234(11).
- C. Military/Overseas Ballot: Absentee ballots received from voters eligible under the Uniformed Overseas Citizens Absentee Voting Act (UOCAVA). Eligible military and overseas voters may transmit their voted absentee ballot by mail, email, in-person, or fax.
- D. Machine-Readable Ballot: Ballots that are readable by optical scan tabulation systems in their original format.
- E. Machine-Rejected Ballot: Ballots that are not readable by optical scan tabulation systems in their original format and require ballot duplication conducted by a bi-partisan duplication team.

- F. Ballot Duplication: The process of copying voter selections from a machine-rejected ballot to a machine-readable ballot by a bi-partisan duplication team. This process avoids the need for manual entry into the established tabulation software.
- G. Bi-Partisan Duplication Team: Employees of the Buncombe County Board of Elections that are authorized by the Buncombe County Board of Elections to duplicate machine-rejected ballots, under the supervision of the Director of Elections or his/her designee, onto machine-readable ballots. Each bi-partisan duplication team must consist of four members with no more than two members being of the same political affiliation.
- H. Ballot Duplication Log: A paper log completed by the bi-partisan duplication team documenting their participation in the duplication process.

III. Policy and Procedures

The Buncombe County Board of Elections authorizes, under established standards and conditions, staff to perform ballot duplication for military and overseas ballots, transmitted by fax or email, as a preparatory step prior to absentee board meetings. The following standards and conditions must be met:

1. Ballot duplication must be conducted by a bi-partisan team of Board of Elections employees under the supervision of the Director of Elections or his/her designee.
2. The Director of Elections or his/her designee shall train all members of the bi-partisan duplication team prior to the start of ballot duplication.
3. The Director of Elections or his/her designee must assign each member of the bi-partisan ballot duplication team with one of the following responsibilities:
 - a. Ballot Duplicator – This person is responsible for replicating voter selections from a machine-rejected ballot onto a blank machine-readable ballot of the same style as instructed by the Ballot Caller.
 - b. Ballot Caller – This person is responsible for calling out voter selections listed on the machine-rejected ballot to the Ballot Duplicator and Ballot Reviewers.
 - c. Ballot Call Reviewer – This person is responsible for reviewing the Ballot Caller’s readings from the machine-rejected ballot to ensure accuracy.
 - d. Ballot Mark Reviewer - This person is responsible for reviewing the Ballot Duplicator’s markings recorded on the machine-readable ballot to ensure accuracy.
4. Prior to the start of ballot duplication, each member of the bi-partisan duplication team shall complete a participation log noting the date, time, their name, and party affiliation.

5. During the ballot duplication process, bi-partisan duplication teams are not permitted to exit each other's immediate presence unless authorized by the Director of Elections or his/her designee until the ballot duplication process has been completed.
6. All duplicated ballots must contain the following in the blank box at the top of each ballot:
 - a. A stamp notating the duplicated copy as "DUPLICATE".
 - This denotes that the ballot is a duplicate of the original.
 - b. Ballot number assigned to the voter.
 - This can be found at the top of the machine-rejected ballot submitted by the voter.
 - c. Precinct of the voter
 - This can be found at the top of the machine-rejected ballot submitted by the voter.
7. Upon completion of ballot duplication, the bi-partisan duplication team must ensure that the duplicated machine-readable ballots are attached to the corresponding machine-rejected ballots for the Board to verify at its next scheduled meeting.
8. Members of the bi-partisan duplication team will be required to enter the time of completion and their signatures to the ballot duplication log & certify that he/she could
 - a. Hear all the calls
 - b. See all the marks
 - c. Are satisfied with the duplication and
 - d. Have no questions or concerns regarding any duplicated ballot
9. The following shall be bound together, by duplication team, and provided to the Director of Elections or his/her designee:
 - a. The completed ballot duplication log.
 - b. The duplicated machine-readable ballots attached to the corresponding machine-rejected ballots.
10. The Director of Elections shall
 - a. Review the certifications
 - b. Sign off on the duplications results/process and
 - c. Place the content provided by the bi-partisan duplication team(s) in the secured ballot room, per established rules, until the next Board of Elections meeting.

11. The Board shall review the duplicated ballots at its next scheduled Board meeting prior to approval and authorization of optical scanning as a preparatory step.

IV. Review

The Buncombe County Board of Elections shall review this policy as needed.