



# BUNCOMBE COUNTY ELECTION SERVICES

## BUNCOMBE COUNTY BOARD OF ELECTIONS

### **Board Meeting Agenda**

Monday November 9, 2020

3:00 pm

Welcome of Visitors

I. Absentee Review

**Buncombe County Board of Elections**  
Meeting Minutes  
**November 9, 2020**

**Opening**

The scheduled meeting of the Buncombe County Board of Elections was called to order at 3:06 pm November 9, 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;  
3PM)  
Linda Block (in person; 3PM)  
Stephen G. Duncan (in person;  
3PM)  
Elizabeth Newman (in person;  
3PM)  
Jay Watson (in person; 3PM)

BOE Staff-

Corinne Duncan, Director (in person)  
Kaylea Noce, Absentee & Training  
Specialist (in person)  
Kevin Roberts, Administrative Technician  
(in person)  
Leslie Offill (in person)  
Beth Franklin (in person)  
Jim Vaughn (in person)  
Susan Dobroski (in person)  
Jane McKinney (in person)  
Bobbi Johnston (in person)  
Emma Rose Trautmann-Galloway (in  
person)

Visitors-

5 virtual guests

**Welcome Visitors and Introduction of Remote Meeting Features**

Chairman Jake Quinn welcomed virtual guests.

**Item One – Office Updates**

- Director Duncan gave the following updates;
  - An update on numbers;
    - The county canvass period has begun. This includes:

- Processing and preparing provisional ballots cast and
  - Reviewing any supplemental absentee-by-mail ballots received.
  - The auditing process for Election Day went very smoothly and the numbers balanced immediately.
- In the upcoming board meetings there will be two types of ballots set before the board for review and approval;
    - Provisional ballots cast and
    - Supplemental absentee-by-mail ballots
  - The majority of the absentee-by-mail ballots to review in this meeting arrived in person or in the mail on Election Day.
  - 51,000 absentee-by-mail ballots were mailed out to voters. Of those, there are only 2,477 outstanding.

**Item Two – Absentee Review**

- There were 795 CIV absentee-by-mail ballots set for review and approval in the meeting. There were 14 MIL and 21 OVR absentee-by-mail ballots set for review and approval for this meeting.
- Each board member checked the number on the DS850 scanner in order to ensure that it read 0 and the Board was presented with the zero report from the scanner.
- The Board began reviewing the 35 UOCAVA ballots.
- Staff member Noce noted that some of the ballots were mailed within a larger packaging which was left attached to the return envelope. For ballots received after November 3, the tracking history was also included with the ballot. There are also date and time stamps from our office that indicate when they were received.
- Staff member Noce presented to the Board the ballots recommended for disapproval:
  - Ballots received that are missing a witness signature

Chairman Quinn moved to disapprove the 9 ballots missing a witness signature, the Board passed the motion unanimously.

- A voter who had moved within the state prior to Election Day.

Chairman Quinn moved to disapprove the ballot with CIV #5382, the Board passed the motion unanimously.

- Two voters who swapped their envelopes and the person signed the wrong envelope; the name signed is different than the name on the envelope.

Chairman Quinn moved to disapprove the ballot with CIV #48244, the Board passed the motion.

- Staff member Noce presented to the Board ballots that are pending Board approval;

- One ballot that was received by the office that was mailed from Mecklenburg County election services office. The ballot has a date stamp of November 2, however our office received it after November 3.
  - Delivered to a county board of elections on time, but not the Buncombe County Board of Elections.

Member Block moved to accept the ballot on the grounds that the ballot was returned in time to a county board of elections office, and the voter has not used any other method to vote. The Board passed the motion unanimously.

- One ballot that contained all of the necessary witness information, however, the printed witness name and the witness signature are of two different people.
  - The Board discussed the possibility of sending the voter a cure letter.
  - The decision of the Board was to send the voter a cure letter and defer further conversation until after the voter had been contacted and given the opportunity to cure the ballot.
- Three ballots where the witness and assistant sections are both filled out but one of the sections is not filled out completely. All of the necessary information is present on the ballot return envelope.

Chairman Quinn moved to approve the three ballots, the Board passed the motion unanimously.

- One ballot that had been disapproved due to a CIV number mismatch. Upon further investigation it was found that the voter had spoiled their first ballot and requested a second be sent. The voter then returned the second ballot in the first return envelope, leading to the swapped CIV number.

Chairman Quinn moved to approve the ballot, the Board passed the motion unanimously.

- The ballot of one voter who voted on Election Day.

Chairman Quinn moved to disapprove the ballot with CIV #53954, the Board passed the motion unanimously.

Chairman Quinn moved to approve the 800 CIV ballots reviewed throughout the meeting, the Board passed the motion unanimously.

Chairman Quinn moved to approve the 14 MIL and 21 OVR ballots reviewed throughout the meeting, the Board passed the motion unanimously.

- The results of the meeting were tallied and presented to the Board to sign off on in order to send them to the State Board as soon as possible.

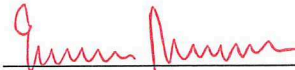
## **Public Comments**

Public questions and comments from the virtual attendees were addressed.

The meeting adjourned at 6:47 pm. The next meeting will be at 5:30 pm on November 12, 2020, at 77 McDowell Street, Asheville, NC 28801.

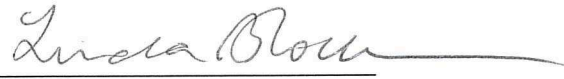
Minutes submitted by: Emma Rose Trautmann-Galloway

Approved by:   
\_\_\_\_\_  
Jake Quinn, Chairman

  
\_\_\_\_\_  
Elizabeth Newman, Secretary

  
\_\_\_\_\_  
Jay Watson, Member

  
\_\_\_\_\_  
Stephen G. Duncan, Member

  
\_\_\_\_\_  
Linda Block, Member



# BUNCOMBE COUNTY ELECTION SERVICES

Board Meeting Date: 9-Nov-20

		APPROVED		
		Count total from Board Checked Lists	Cumulative total from Scanners	Daily Total from Scanners
Date		Generated in SEIMS	Generated by DS850	Calculated
Day 1	11/9/2020	835	835	835
GRAND TOTALS		835		835

		DISAPPROVED	
		Count total from Board Checked Lists	
Date		Generated in SEIMS	
Day 1	11/9/2020	12	
GRAND TOTALS		12	

Ballots are separated by precinct

Board Members use SEIMS generated lists to match to ballots

Staff use two DS850 scanners to count ballots removed from envelopes

The number counted by the Board must equal the number from the DS850 for every precinct

BOARD MEMBER SIGNATURES:



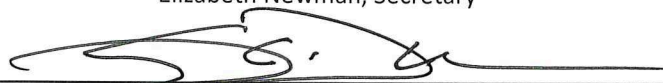
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John "Jake" Joseph Quinn III, Chairman



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Elizabeth Newman, Secretary



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Stephen G Duncan, Member



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John D. Watson III, Member



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Linda Block, Member

SUPPLEMENTAL CERTIFICATE OF EXECUTED ABSENTEE BALLOTS  
(MILITARY & OVERSEAS CITIZENS - POST ELECTION)


STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

I, JAKE QUINN, Chair of the BUNCOMBE COUNTY BOARD OF ELECTIONS, do hereby certify that the foregoing is a list of all executed military-overseas ballots to be voted in the election to be conducted on the 3rd day of November, 2020, which have been approved by the county board of elections, and which have either:

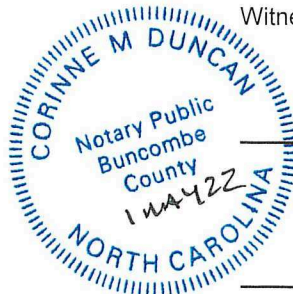
1. been received by the county board of elections no later than the close of the polls,  
or
2. the covered voter submitted the ballot for mailing, electronic transmission, or other authorized means of delivery not later than 12:01 A.M. on the day of the election and the ballot was delivered to the board of elections by the end of business on the business day before the canvass conducted by the county board of elections.

I further certify that I have *issued* military-overseas ballots to no other persons than those listed herein and further that I have not *delivered* military-overseas ballots to persons other than those listed herein; that this list constitutes the only precinct registration of covered voters whose registration may be permanent or temporary as provided by law.


This the 9 day of NOV, 2020.

  
(Signature of Chair of County Board of Elections)

Sworn to and subscribed before me this 9 day of NOV, 2020.



Witness my hand and official seal.

  
(Signature of Officer Administering Oath)

NOTARY PUBLIC  
(Title of Officer)

SUPPLEMENTAL CERTIFICATE OF EXECUTED ABSENTEE BALLOTS  
(CIVILIAN - POST ELECTION)


STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

I, JAKE QUINN, Chair of the BUNCOMBE COUNTY BOARD OF ELECTIONS, do hereby certify that the foregoing is a list of all executed absentee ballots to be voted in the election to be conducted on the 3rd day of November, 2020, which have been approved by the county board of elections, and which have either:

1. been transmitted by mail or by commercial courier service, at the voter's expense, or delivered in person, or by the voter's near relative or verifiable legal guardian and received by the county board not later than 5:00 p.m. on election day.
- or
2. been postmarked on or before the day of the election and received by the county board of elections not later than three days after the election by 5:00 p.m.

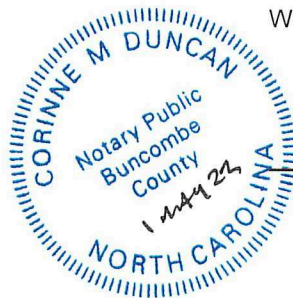
I certify that the chair, member, officer, or employee of the board of elections has not delivered ballots for absentee voting to any person other than the voter, by mail or by commercial courier service or in person, except as provided by law, and have not mailed or delivered ballots when the request for the ballot was received after the deadline provided by law.

This the 9 day of NOV, 2020.

  
\_\_\_\_\_  
(Signature of Chair of County Board of Elections)

Sworn to and subscribed before me this 9 day of NOV, 2020.

Witness my hand and official seal.



  
\_\_\_\_\_  
(Signature of Officer Administering Oath)

NOTARY PUBLIC  
\_\_\_\_\_  
(Title of Officer)