



BUNCOMBE COUNTY ELECTION SERVICES

BUNCOMBE COUNTY BOARD OF ELECTIONS

Board Meeting Agenda

Tuesday January 14, 2021

5:00 pm

Welcome of Visitors

- I. Office updates
- II. Approval of minutes
- III. Business plan overview
- IV. Budget review

Buncombe County Board of Elections
Meeting Minutes
January 14, 2021

Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:02 pm January 14, 2021 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 (Virtual)
Jay Watson (in person)

BOE Staff-

Corinne Duncan, Director (in person)
Kaylea Noce, Absentee & Training
Specialist (in person)
Victoria Pickens, Accounting Technician II
& Campaign Finance (in person)
Kevin Roberts, Administrative Technician
(in person)
Joyce Kanavel Voter Registration

Visitors-

4 virtual guests

Welcome Visitors and Introduction of Remote Meeting Features

Chairman Jake Quinn welcomed virtual guests.

Office Updates

- Director Duncan made the following announcements:
 - The 30 day sort (dividing early voting ballots from sites to precincts for record keeping) was completed Monday.
 - Archiving is underway for the November 2020 Election and should be completed by next week. Duncan stated that Ballots, Authorization to Vote forms, Absentee materials (Envelopes, Forms, Ballots), zero tapes, results tapes, and any other supporting documents would be included in the archive. Staff member Kanavel

noted to the Board that the archive has a 22 month retention (absent litigation) for federal elections and three months (absent litigation) for municipal elections.

- A press release was received from NCSBOE today with instructions for list maintenance. Staff member Kanavel explained to the Board in detail the steps staff would take to conduct several important and required processes designed to keep the county's voter rolls accurate and up to date. Kanavel explained that these routine processes are required by state and federal laws.
- Director Duncan informed the Board that staff has put in a MindWorks application, the County's new innovation program, for an idea to improve the efficiency of tallying write-ins.
- Director Duncan stated that the County is assisting with the COVID vaccinations. Election Services has offered two people to assist with the vaccinations for 6 weeks: Bria Bailey and Kevin Roberts.

Item One – Approval of Minutes

- The Board reviewed the minutes for November 13, 2020-
 - Member Watson requested that the memo he drafted be attached to the minutes of November 13, 2020.
 - Chairman Quinn moved to adopt the minutes for 9am & 11am as amended, the Board passed the motion unanimously.
- The Board reviewed the minutes for November 23, 2020-
 - Member Watson noted an additional issue considered by the Board when reviewing the challenge petitions was that both challengers failed to serve the necessary parties as required by the challenge petition.
 - Chairman Quinn moved to adopt the minutes for November 23, 2020 as amended, the Board passed the motion unanimously.
- The Board reviewed the minutes for November 24, 2020.
 - Chairman Quinn moved to adopt the minutes for November 24, 2020 as amended, the Board passed the motion unanimously.

Item Three – Business Plan Overview

- Director Duncan reviewed the business plan submitted to County Management. Director Duncan informed the Board and visitors that the business plan can be tracked online. A copy of the business plan is attached.

Item Four – Budget Review

- Director Duncan reviewed the proposed budget with the Board. The budget is being restructured to better delineate department functions and estimate costs of those functions. This proposed budget was reviewed by the County manager and no concerns were found. In addition the following positions were requested and discussed: Office Manager, Trainer/Recruiter, and a Technician.

- Chairman Quinn moved to approve the budget as presented for submission to the County Management. Member Duncan seconded and the Board approved unanimously.

Public Comments

Public questions and comments from the virtual attendees were addressed.

The meeting adjourned at 6:45 pm on January 14, 2021, at 77 McDowell Street, Asheville, NC 28801. The next meeting will be held at 5:30 pm on February 9th.

Minutes submitted by: Kevin J Roberts

Approved by: 

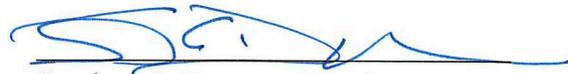
Jake Quinn, Chairman

(Virtual)

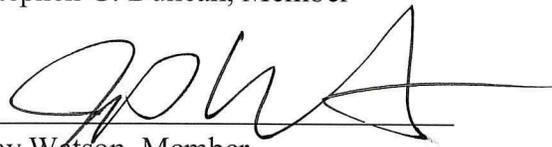
Elizabeth Newman, Secretary



Linda Block, Member



Stephen G. Duncan, Member



Jay Watson, Member

Kevin Roberts

From: Gannon, Patrick <Patrick.Gannon@ncsbe.gov>
Sent: Thursday, January 14, 2021 10:06 AM
Subject: [State Board of Elections] County Boards of Elections Begin Regular Voter List Maintenance Processes



FOR IMMEDIATE RELEASE

PATRICK GANNON, Public Information
Director

Thursday, January 14, 2021

[email](#)

County Boards of Elections Begin Regular Voter List Maintenance Processes

RALEIGH, N.C. – In 2021, county boards of elections across North Carolina will conduct several important and required processes designed to keep the state’s voter rolls accurate and up to date.

These routine processes are required by state and federal laws. Accurate voter rolls are maintained by removing voters who have moved or died or are otherwise ineligible to vote in that jurisdiction.

Voter roll list maintenance is important because it ensures ineligible voters are not included on poll books, reduces the possibility for poll worker error and decreases opportunities for fraud.

As a result of these processes, the number of North Carolina voter registrations will decrease in the coming months. As of January 9, nearly 7.2 million voters were registered in the state.

[See [Voter Registration Statistics](#)]

[See [“Maintaining the Voter Registration Database in North Carolina.”](#) Updated July 27, 2017]

“The removal of voters who have moved and are no longer eligible to vote in that jurisdiction is a routine and important aspect of elections administration,” said Karen Brinson Bell, executive director of the State Board of Elections. **“Before any voter’s registration is canceled, the county boards of elections attempt to contact the voter to allow them to confirm or update their registration.”**

The following are details about three of the many list maintenance processes the county boards of elections will complete in 2021:

Biennial List Maintenance (No-contact process)

In the early part of every odd-numbered year, if a county board of elections has had no contact with a voter for two federal election cycles – a total of four years – and the voter has not voted during that time, it will send the voter a forwardable address confirmation mailing. The voter will be required to return the confirmation mailing within 30 days.

If the voter does not return the mailing, or the U.S. Postal Service returns it to the county board as undeliverable, then the voter’s record will be marked “inactive” in the state’s voter registration database. Inactive voters are still registered voters. If an inactive voter shows up to vote, the person will be asked to verify their address and update it, if necessary.

County boards will send mailings this year to voters with whom there has been no contact since October 12, 2018. Counties have started printing and mailing these notices, which must go out by April 15. More than 450,000 of these mailings are expected to be sent out statewide in 2021.

The registrations of these voters will be canceled if they do not confirm their registration by 2023.

Removal of Inactive Voters

County boards of elections also have begun to remove certain “inactive” voters from the rolls. Voters will be removed from registration lists this year after being sent a no-contact mailing in 2016. Any voter removed in this way would not have had any contact with their county board of elections for four federal election cycles, not voted in any election during that time and not responded to a confirmation mailing.

The State Board estimates about 380,000 inactive voters will be removed from the voter rolls in 2021.

Any removed registrant must be reinstated if the voter appears to vote and gives oral or written affirmation that the voter has not moved out of the county and has

maintained residence continuously within the county. These voters' votes will be counted absent evidence that they moved out of the county.

Voters may check their registration status at any time using the State Board's Voter Search Tool: <https://vt.ncsbe.gov/RegLkup/>.

National Change of Address (NCOA) Mailings

In January and July of each year, the State Board provides the 100 county boards of elections with change of address data from the U.S. Postal Service. County boards must send voters in this dataset postcard mailings to the new address to confirm whether they have an unreported change of address for voting purposes.

These mailings allow voters to update their names or addresses within a county or notify the board of elections of a move outside of that county. The voter is asked to respond to the mailing within 30 days. If the voter does not respond, the voter will be mailed a traditional address confirmation notice to their existing mailing address.

If the voter does not respond to that notice within 30 days, the voter's registration status will be changed to "inactive."

If a voter is deceased, a near relative may use the mailing to report the death so the county board can cancel the registration.

Additional List Maintenance Efforts

N.C. elections officials also routinely remove voters who have died from the voter rolls. Death notifications are made available by the N.C. Department of Health and Human Services. County boards of elections also regularly remove voters who are convicted of felonies, using records from the N.C. Department of Public Safety and U.S. attorneys' offices.

To learn more about registering to vote in North Carolina, visit:
<https://www.ncsbe.gov/registering>.

N.C. Division of Motor Vehicles customers may register or update their registration online here: <https://www.ncdot.gov/dmv/offices-services/online/Pages/voter-registration-application.aspx>.

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