



BUNCOMBE COUNTY ELECTION SERVICES

BUNCOMBE COUNTY BOARD OF ELECTIONS

Board Meeting Agenda

Tuesday February 9, 2021

5:30 pm

Welcome of Visitors

- I. Approval of minutes
- II. Office updates
- III. Meeting schedule
- IV. Budget update

Buncombe County Board of Elections
Meeting Minutes
February 09, 2021

Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:35 pm, February 9, 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 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-

BOE Staff-

Jake Quinn, Chairman (in person)

Corinne Duncan, Director (in person)

Linda Block (in person)

Kaylea Noce, Absentee & Training

Stephen G. Duncan (in person)

Specialist (in person)

Elizabeth Newman (virtual)

Kevin Roberts, Administrative Technician

Jay Watson (in person)

(in person)

Visitors-

7 virtual guests

Welcome Visitors and Introduction of Remote Meeting Features

- Chairman Quinn welcomed virtual guests. Chairman Quinn began the meeting with a request to increase meeting efficiency. He requested that those wishing to speak be recognized by the chairman to avoid interruptions.

Office Updates

- Director Duncan gave the following updates:
 - The County is moving into the final stages of its building assessment for a 20-year facilities plan, and Election Services' space needs are under consideration.
 - Staff evaluations will be completed this week.
 - Archiving is nearing completion. Over 300 boxes from November's election are being moved to the county's archiving facility this week.
 - The County is continuing to assist with COVID vaccinations. Election Services has offered two people to assist with the vaccinations for six weeks: Bria Bailey and Kevin Roberts. Neggy Fox will join in helping once a week, if needed.
 - Staff is currently reading and discussing the book *Crucial Conversations*.

Item Two – Meeting Schedule

- Chairman Quinn moved that a meeting be held March 2, 2021. After discussion a meeting was unanimously approved for March 2, 2021 at 5:30 pm.
- Chairman Quinn moved that meetings be held every first Tuesday of the month. The Board unanimously approved to hold regular scheduled Board meetings on every first Tuesday of the month through spring at 5:30 pm.

Chairman Quinn requested that we consider an early voting site in Weaverville or Woodfin for the fall municipal elections, if an early voting site is requested, noting the inconvenience of traveling from those communities to downtown Asheville.

Item Three – Approval of Minutes

- The Board reviewed the minutes for January 14, 2021.
 - Member Watson moved to accept the minutes as amended 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 March 2nd.

Minutes submitted by: Kevin J. Roberts

Approved by:



Jake Quinn, Chairman

Elizabeth Newman, Secretary

Linda Block, Member



Stephen G. Duncan, Member

Jay Watson, Member