

BOARD OF ELECTIONS

Ken Raymond
Chairman

Stuart Russell
Secretary

Susan Campbell
Member



Tim Tsujii
Director

Lamar Joyner
Deputy Director

FORSYTH COUNTY BOARD OF ELECTIONS

Agenda

January 22, 2018

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Appointment of Precinct Officials
7. Approval of FY19 Strategic Goals
8. Approval of FY19 Budget
9. Discussion of One-Stop Voting Plan for May Primary
10. Other Business
11. Closed Session (if needed)
12. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS
Meeting Minutes
January 22, 2018 – 5 p.m.

Meeting Called to Order

A meeting of the Forsyth County Board of Elections was called to order in the second floor meeting room on January 22, 2018 at 5:00 p.m., Chairman Raymond presiding.

Board Members in attendance: Chairman Ken Raymond, Secretary Stuart Russell, and Member Susan Campbell

Staff Members in attendance: Director Tim Tsujii, Deputy Director Lamar Joyner, Tracy Teal, and Kimberly Stuck

Pledge of Allegiance

Chairman Raymond led the pledge of allegiance.

Moment of Silence

Chairman Raymond led a moment of silence.

Public Comment Session

Chairman Raymond opened the public comment session with instructions. Speakers were asked to complete a public comment card and would have three minutes or less to speak. The speaker's name and address should be stated for the record. Questions should be included during the allotted time and answers would be given at the close of the session. A speaker's time could not be given to another individual. At the close of the public comment session, no additional statements or questions would be heard from the public. The public comment session included the following speakers:

Charles Wilson – 445 Marshall View Court, Winston Salem, NC 27101

Member Campbell moved to close public comment session; Secretary Russell seconded;

Motion carried unanimously.

Director Tsujii addressed Mr. Wilson's comments regarding the Board makeup stating that the decision was being held up in the court rather than the legislature. Mr. Tsujii stated that no additional information or timeline for a resolution had been provided.

Approval of Meeting Minutes

Secretary Russell moved to approve the minutes as presented; Chairman Raymond seconded;

Motion carried unanimously.

Appointment of Precinct Officials

Ms. Teal provided the Board with a spreadsheet to review regarding those vacancies that had been filled as well as changes for Precinct 303 – John Wesley AME Zion Church where the Chief Judge requested to be a Judge and a request from a precinct official to be moved from 902 – Brunson Elementary to 906 - Mt. Tabor High School. Member Campbell moved to approve the list as provided, Secretary Russell seconded; **Motion carried unanimously.**

Ms. Teal stated letters had been sent to appointees who have yet to confirm their appointment as precinct judges; the deadline for responding was February 1, 2018. Ms. Teal inquired if she could fill any vacancies for those that do not respond. Secretary Russell moved to approved Ms. Teal's request, Member Campbell seconded; **Motion carried unanimously.**

Ms. Teal inquired of the Board if they could reach out to their respective parties to see if they could assist in filling the vacancies.

Approval of FY19 Strategic Goals

Director Tsujii stated that last year the County Manager's Office requested each department to provide strategic plans and goals in conjunction with the budget process. Mr. Tsujii provided the Board with a handout of the five goals and gave insight to each. The first goal is to develop a Voter Registration packet to assist those in the community with voter drives as a best practice; enabling proper registration practices for those in the community and surrounding colleges that frequently have specific mailing requirements. The second goal is development of a sample ballot subscription service online specific to the voter. Mr. Tsujii noted that LA County, California offers this service to their voters and the service would be modeled after theirs and it would be at zero cost to provide this for our registered voters. The third goal is to organize an interest meeting for the public to attend. A flyer was provided to the Board for an upcoming open house to be held at the end of a regularly scheduled Board meeting to which the Board was invited to attend; it would provide a recruitment opportunity as well as give the public the opportunity for a guided tour of the office and the processes of an election. The fourth goal is to develop a training lab for new poll workers as well as those poll workers that would like additional training. The fifth goal is the implementation of new voting equipment; Director Tsujii stated that at the request of the County Manager this item be included with department strategic goals.

Chairman Raymond stated that he like the open house as well as the sample ballot service.

Member Campbell inquired about the old machines. Director Tsujii stated that the Board had requested an extension; however, the legislature had not taken any action on it thus far; noting that it was possible they could reconvene.

Secretary Russell moved to approve the Board of Elections strategic goals for Fiscal Year 2018-2019; Member Campbell seconded; **Motion carried unanimously.**

Approval of FY19 Budget

Director Tsujii provided the Board with the budget for Fiscal Year 2018-2019 review and approval; providing an overview to the cost allocations. Mr. Tsujii highlighted four specific line items of the budget. First, temporary staffing needs. Second line item, equipment rental; making provision for laptops at polling locations and ballot printing for current registrants as potential new voters, voter registration and notification card needed. Third line item, training and conference increase due to North Carolina State Board mandated attendance of the Director at state meetings; Mr. Tsujii stated that the Board was also encouraged to attend. Fourth line item, member dues and payment. Director Tsujii stated that Fiscal Year 2015 would be comparable. Secretary Russell moved to approve the budget; Member Campbell seconded; **Motion carried unanimously.**

Director Tsujii provided an overview of a request to earmark in the county manager's contingency funds due to potential of second primary, possible implementation of an all-paper ballot election, and the need to rent accessibility voting machines.

Discussion of One-Stop Voting Plan for May Primary

Deputy Director Joyner noting that early voting is fast approaching, wanted to provide an overview of the potential sites which were provided in the Board packet. Mr. Joyner stated that in 2014 the Kernersville Library had to be scheduled around the Kernersville Spring Folly. Member Campbell inquired about what was being proposed. Deputy Director Joyner stated that there were no proposals being presented but to make the Board aware since the Kernersville Spring Follies had contacted the office regarding the event for this spring.

Director Tsujii stated that if the Board could not reach a unanimous decision the plan would then be sent to the Superior Court in Wake County. Mr. Tsujii advised that each member could present individual plans to be considered. While 2014 had statutory requirements for devising the schedule; however, 2018 would allow for a 17 day window without those same requirements.

Deputy Director Joyner stated that the hours can be adjusted or extended as the polling locations are county facilities; additionally, examples could be provided for reference or consideration. Member Campbell expressed focusing on the primary and potential early voting sites and concerns regarding Board composition.

Director Tsujii stated that special meetings might be necessary to achieve an Early Voting plan and voiced his concern that February 15, 2018 may be too late. Mr. Tsujii suggested February 8, 2018 as the next meeting to discuss Early Voting and Early Voting scenarios would be provided. The Board agreed to February 08, 2018.

Other Business

Chairman Raymond addressed Mr. Chris Duffey's move to Guilford County Board of Elections as the new Deputy Director; Chairman Raymond stated that Mr. Duffey was the best at what he did and that Guilford County Board of Elections was lucky to have him. Secretary Russell stated that it was a gain for Guilford County and a loss for Forsyth County. Member Campbell concurred with Chairman Raymond and Secretary Russell's sentiments.

Adjournment

Secretary Russell moved to adjourn; Member Campbell seconded. **Motion carried unanimously.** Meeting adjourned at 5:49 P.M.

Approved:

Ken Raymond, Chair

Date

Stuart Russell, Secretary

Date

Susan Campbell, Member

Date