

# BOARD OF ELECTIONS

**Linda J. Sutton**  
Chair

**Michael Flatow**  
Secretary

**Jonathan S. Dills**  
Member



**Robert H. Coffman**  
Director of Elections

**Lamar Joyner**  
Deputy Director

## FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING MINUTES – JANUARY 10, 2012

### Call to Order

A regular meeting of the Forsyth County Board of Elections was held in the Cooper Cardwell Elections Room on January 10, 2012. The meeting convened at 5:35 PM, Chairman Linda Sutton presiding.

Board Members in attendance: Chairman Linda Sutton, Secretary Michael Flatow, Member Jonathan Dills

Board Members not in attendance: none

Staff Members in attendance: Director Robert Coffman, Deputy Director Lamar Joyner, Judy Speas

Guests in attendance: Joycelyn Johnson

### Approval of Minutes

Chairman Sutton requested that the Board review the minutes of November 29, 2011. Member Dills moved and Secretary Flatow seconded the motion to approve the minutes of November 29, 2011. Motion carried.

### Director's Duties

Chairman Sutton requested that the Board evaluate the Duties of Director of Elections document. After discussion, Member Dills moved that two small changes be approved. Secretary Flatow seconded the motion. Motion carried.

### One Stop Plan

The Board examined a One-Stop History document which detailed total votes cast at the One-Stop locations from 1998 until 2010. Mr. Coffman explained that the Board needs to choose locations for the 2012 Primary Election. The One-Stop location plan would be due to the State Board of Elections approximately eight weeks before the election. Mr. Coffman stated that the majority of One-Stop cost is personnel related and presented a cost analysis for the locations. Voter convenience and accessibility is always an important consideration in Early Voting. In addition, early voting has shown to measurably decrease Election Day crowds. Mr. Coffman stated that statistical information would be presented to show that Early Voting does not however increase overall voter turnout. By statute, each county Board of Elections must operate a primary One-Stop location. The government center site is the main location in Forsyth County. Next, the Board may choose additional off-site locations and determine a schedule by the available budgetary amount. A majority party plan must be approved by all three Board members to receive the support of the State Board of Elections. A minority party plan may also be submitted. The Board agreed that Mr. Coffman should present additional information to support the recommended additional off-site locations. Mr. Coffman agreed to facilitate the Board with a recommendation of One-Stop

locations for the 2012 Primary Election based on past operational experience. A hierarchy of locations with historical statistics including actual percentage of voter turnout in elections which displays the cost benefits of their operation would be in a proposal for the next meeting. The report would illustrate the influence of Early Voting in overall voter turnout. The Board encouraged additional information emailed before a meeting. Chairman Sutton suggested that the Board members review the information in order to form a decision for One-Stop locations at the February meeting.

### **Poll Worker Training**

Mr. Coffman stated that Jacob Wright, Elections Training Specialist, was creating a training schedule for the 2012 Primary. The Board would be sent the schedule and was invited to participate in the Poll Worker training. Forsyth County is fortunate that their officials are experienced and that the retention rate is high. The Precinct Official's Manual is revised before each election and would also be sent to the Board.

### **2012 – 2013 Budget**

Mr. Coffman explained that the 2012 Primary Election and a possible second primary are funded through the current 2012 Fiscal Year budget. The 2012 General Election would occur in the 2013 Fiscal Year. The Board of Elections budget changes from year to year depending on the election schedule. Information would be sent to the Board that would aid their decision in the discretionary budget areas. The current electronic election equipment was purchased in 2006 and should be replaced within several years. A major new equipment purchase should be added to a long term plan and would be considered the county's responsibility. In prior years, the equipment was purchased and maintained through the Help America Vote Act funds. Member Dills moved that the Board should alert the county commissioners of the life expectancy of the current voting equipment; the future replacement and maintenance cost of new equipment; and that the equipment purchase should be added to the long term county budget plan. Secretary Flatow seconded the motion. Motion carried.

Chairman Sutton questioned Mr. Coffman regarding the presentation of the budget maintenance contract. He stated that the 2012-2013 Budget would be presented to the Board at the February meeting.

### **Litigation Update**

Mr. Coffman reported that an answer had been sent regarding the litigation matter filed by Plaintiffs Pamela Johnson, Terry Cox and Deena Head against the Forsyth County Board of Elections. Member Dills stated that he had not yet received a waiver of conflict and could not participate in any decision involving the litigation.

### **Other Business**

Secretary Flatow offered that he was available for flexible Board meeting times. After discussion, the Board decided to continue the 5:30 meeting time.

Joycelyn Johnson spoke of several topics with the Board. Subjects included the public announcement of meetings; accuracy of registration data; and, website accessibility of the statistics. Mr. Coffman reviewed the placement of statistical information on the Forsyth County website; the list maintenance procedure of voter registration controlled by Federal and State law; and, voter residency. The list maintenance procedure is completed in January of every two years after a federal election. Chairman Sutton stated that the Board would review the election law related to domicile and list maintenance.

### **Adjournment**

The next regular meeting of the Forsyth County Board of Elections will be held in the Cooper Cardwell Elections Room on February 7, 2012 at 5:30 PM. Chairman Sutton moved to adjourn the meeting. Member Dills seconded the motion and the meeting adjourned at 7:05 PM. Motion carried.

Approved:

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Linda J. Sutton, Chair

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Date

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Michael Flatow, Secretary

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Date

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Jonathan S. Dills, Member

\_\_\_\_\_  
Date

**Attachments on File:** Forsyth County Board of Elections One-Stop History 1998 - 2010