

April 24th, 2018

Name

Contact

PATSY GARDEN

828-424-7085

George Elam

406-261-5593

Elaine Elam

11

Tom Cannon

828 978 7166

May 1st, 2018

Name

Contact

PATSY GARDEN

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Robert Jordan

828-299-4408

George Elam

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Janie Wilson

828-281-3653

Tom Cannon

828 978 7166

May 7th, 2018

Name

Contact

PATSY GARDEN

828-424-7085

Peggy Weaver

828-658-1951

George & Elaine Elam

406 261, 5593

BUNCOMBE COUNTY BOARD OF ELECTIONS
PROPOSED AGENDA for May 1, 2018
5:30 p.m.

- I. Call to order

- II. Approval of Minutes

- III. Consideration of Absentee Ballot Applications
GS 163-230.1, GS 163-230.2, GS 163-231

- IV. Board Member Orientation
 - a. Election Night Tasks
 - b. Provisional Ballot Process
 - c. Audit Week
 - d. Canvass Day
 - e. Emergency Preparations

- V. Directors Report

- VI. Adjourn

DS850
Scanning Machine

7 SCANPERSON

SCANS BALLOTS
BY PRECINCT

ASSISTANT

ENVELOPE
BIN

DIRECTOR

PROVISIONAL
APPLICATION
BIN

6 WRITES
PRECINCT ON
BALLOT, PASSES
BALLOT TO
SCANPERSON
8 COLLECTS
ENVELOPE,
REMOVES
PROVISIONAL
APPLICATION

BOARD

5

OPENS ENVELOPE,
VERIFIES BALLOT
STYLE,
THEN PASSES LEFT

BOARD

4

INSPECTS
ENVELOPE,
SIGNS,
THEN PASSES LEFT

BOARD

3

READS NAMES OFF
THE PROVISIONAL
ENVELOPE,
THEN PASSES LEFT

BOARD

2

CHECKS NAMES
OFF LIST READ BY
PERSON AT LEFT

PROCESS FOR REVIEWING PROVISIONALS AT BOARD MEETINGS

1

DIRECTS PROCESS
AND ANSWERS
QUESTIONS ABOUT
RECOMMENDATIONS

PROVISIONAL BINS
STAFF

9

FOUR PERSON BIPARTISAN TEAM
DUPLICATES PARTIALS AND ANY
BALLOTS THAT THE SCANNING
MACHINE CANNOT READ

DUPPLICATOR

DUPPLICATOR

CANVASS PROCEDURES GS 163-182.5

Audit Week/Preparation for Canvass

On Election night Provisional logbooks and chain of custody forms are reviewed to ascertain how many provisional ballots have been voted. Provisional ballots are then checked-in and numbers verified. All data is retrieved from laptops. The staff gathers all machine results printouts as well as zero printouts for verification.

The following morning Election staff makes a thorough search of supplies returned to ascertain that all important documents are accounted for and signed.

Staff reconciles all Authority to Votes, address changes, and voter transactions with the number of ballots cast (DS200) in each precinct. In order to accomplish this, staff often reviews every page of the Authority of Vote notebooks. Every out of the ordinary transaction must have a valid explanation.

Staff researches provisional ballot affidavits submitted to determine which ballots can be counted. They also research *which* ballot style voters are eligible to cast, and compare that with the ballot style that was provided. Where applicable, partial ballots will be counted. At the meeting either prior to Canvass, or at the beginning of the Canvass meeting, a list of recommendations is provided to the board.

Military, Overseas, and civilian mail-in absentee ballots that have arrived between Election Day and the proper deadlines have been gathered and tallied.

A final audit is conducted of absentee, one-stop, and Election Day voters, in an effort to assure that voters have only one voting record. The state-directed Sample Audit count is conducted.

Canvass Day Procedures

- (1) Before canvass the Election Board reviews the recommended list of approvals and disapprovals. The board determines, where appropriate, partial ballots to be counted, as well as any ballots that cannot be counted. Those ballots/votes are then added into the appropriate grouping, always with staff members that represent both majority parties.
- (2) Any other relevant election protests or ballot issues are resolved.
- (3) The board oversees any necessary hand/eye counts.
- (4) All relevant ballots and materials are available for the boards and/or public inspection.
- (5) When the board is satisfied that all is in order, the final reports are created. The reports must be electronically transmitted to the State Board of Elections before abstract cover forms can be created.
- (6) Once the State Board of Elections has received the proper transmission, then the abstracts are created and the county board may verify the results with their signatures and the necessary notary seal. The abstracts are mailed to the State Board of Elections.

Buncombe County Board of Elections

Meeting Minutes

May 1, 2018

Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:30 pm on May 1, 2018 at 77 McDowell Street, Asheville, NC 28801.

Present

Board Members-

Lucy Smith, Chairman
Jay Watson, Vice-Chairman
Jake Quinn, Secretary
Stephen G. Duncan, Member

BOE Staff-

Trena Velez, Director
John Noce
Jennifer Sparks
Bobbie Johnston
Joan Merrill
Daphne Young
Wanda Peele
Bria Bailey

Visitors-

(See Attached)

Item One – Welcome of the Visitors

Item Two – Approval of Minutes

- Vice-Chairman Watson motioned to approve the minutes of April 24th, 2018. Secretary Quinn seconded and the Board approved unanimously.

Item Three – Approval of Absentee Ballots GS 163-230.1, GS 163-230.2, GS 163-231

- Staff member Noce presented the corrected One-Stop list for April 17, 2018. The list was corrected from four hundred sixty-one (461) voters to four hundred seventeen (417) voters. Staff member Noce stated that the list was printed to show the total votes as of 2 pm but was accidentally run to show the total votes as of 4:49 pm.
 - Member Duncan motioned to approve the corrected list. Vice-Chairman Watson seconded and the Board approved unanimously.
- Staff member Noce presented the list of the two thousand eight hundred and seventy five (2875) people that have voted at onestop during early voting from April 21, 2018 through May 1, 2018 at 1 pm.

- Member Duncan motioned to approve list of two thousand eight hundred and seventy five (2875) as of 1 pm today. Vice-Chairman Watson seconded and the Board approved unanimously.
- Staff member Noce presented three (3) overseas ballots.
 - Noted requirement for the signed affirmation form.
- The Board reviewed and signed the three (3) overseas ballots.
 - Chairman Smith reminded staff and the visitors that while ballots are being duplicated, the room is to be silent to avoid confusion and assure accuracy.
 - The duplication team duplicated the three (3) overseas ballots.
 - Chairman Smith inquired whether all calls and marks were clearly heard and seen, and the duplication team answered affirmatively.
- Staff member Noce presented forty-five (45) civilian ballots.
 - Noted requirement for two signatures or a notary.
 - The Board reviewed and signed the forty-two (42) civilian absentee ballots.
 - Three (3) ballots are in question for the authenticity of the notary. Further investigation is needed.
 - Noted Director Velez resealed the three (3) ballots in question before the Board.
- Vice-Chairman Watson motioned to approve the three (3) overseas and the forty-two (42) civilian ballots and Secretary Quinn seconded. The Board approved the absentee ballots unanimously.
- Staff member Sparks presented an early voting ballot that needed to be duplicated due to an unintentional mark on the ballot.
 - The duplication team duplicated the One-Stop ballot.
 - Chairman Smith inquired whether all calls and marks were clearly heard and seen, and the duplication team answered affirmatively.

Item Four – Board Member Orientation

- **Election Night Task**
 - Director Velez reviewed with the Board the election night coordination plan for after the polls close. She notified the Board that we will appreciate their assistance in the Election Night tasks.
- **Provisional Ballot Process**
 - Director Velez presented a diagram showing the Board how the provisional ballot process works.
- **Audit Week**
 - Director Velez reviewed the audit week tasks and canvass procedures.

- **Canvass Day**
 - Director Velez informed the Board that Canvass starts at 11 am and will continue until it is resolved/completed.
- Velez presented the Election office emergency manual to the Board and asked that they read through it to be educated on the process and the role they play in an emergency situation.

Item Six – Directors Report


- Director Velez informed the Board that Sgt. Phillip Wolfe has contacted her about security for Election Day.
 - The Board decided that Wolff should be asked to secure the Elections office on Election Day.
- Director Velez informed the Board that the staff is geared up to use the new voters in line application.
- Director Velez presented to the Board that the poll workers will be using a new application on the iPhones to submit their 10-2-4 numbers.
- Staff member Sparks presented the contract for RUSH Computer Rentals. Staff member Sparks informed the Board that the Buncombe County IT department has a new security taskforce for monitoring our data.
- Staff member Sparks informed the Board that RUSH Computer Rentals welcomes any changes to the addendums we would like to make.
- Secretary Quinn made a motion to adjourn. Member Duncan seconded and the Board adjourned.


The meeting adjourned at 7:15 pm. The next meeting will be at 4:00 pm on May 7, 2018, at 77 McDowell Street, Asheville, NC 28801.

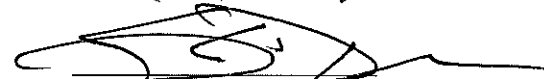
Minutes submitted by: Kevin J. Roberts

Approved by:


Lucy Smith, Chairman


Jay Watson, Vice-Chairman


Jake Quinn, Secretary


Stephen G. Duncan, Member