



FORSYTH COUNTY BOARD OF ELECTIONS

Meeting Agenda

March 17, 2022 – 5:00 p.m.

**Forsyth County Government Center- Second Floor
Cooper-Cardwell Board Room**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Adoption of Resolution for Absentee Board Meetings of May 17, 2022 Primary
7. Adoption of Resolution Regarding the Preparatory Steps to Staff for Absentee Ballots in the May 17, 2022 Primary
8. Approval of Pre-Processing of Absentee Ballots Guidelines
9. Approval of Re-Making Ballot Process
10. Approval of Procedures for Contacting Unaffiliated Voters that Did Not Indicate Ballot Selection
11. Approval of Remedies for Disapproved Absentee Ballots
12. Approval of Absentee Disposition Guidelines & Notification to Voter of Discrepancies
13. Approval of Resolution to Count Absentee Ballots at 2pm on Election Day
14. Approval of Electioneering Plan at Government Center One-Stop Site
15. Approval of Contingency Plan for Curbside Voting at Government Center One-Stop Site
16. Approval of Agape Faith Church as a Polling Place for Precinct 076, LaDeara Crest Research Center for Precinct 303, and North Point Church for Precinct 202
17. Adoption of Resolution to Establish an Out-of-Precinct Polling Place at St. John's Lutheran Church for Precinct 607 and Agape Faith Church for Precinct 076
18. Approval of Facility Fees for St. John's Lutheran Church at Precinct 607 and Ladeara Crest Research Center at Precinct 303.
19. Adoption of Resolution for Electioneering Restrictions at Certain Polling Places for May 17, 2022 Primary
20. Approval of Rules Regarding Precinct Officials' Training and Elections Staff Assistants' (ESA) Mileage Pay
21. Approval of Notice of Elections for the May 17, 2022 Primary
22. Other Business
23. Closed Session
24. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS
Meeting Minutes
March 17, 2022 – 5:00 p.m.

Meeting Called to Order

A regular meeting of the Forsyth County Board of Elections was called to order in the second floor Board room on Thursday, March 17, 2022 at 5:00 p.m., Chairperson Durrah presiding.

Board Members in attendance: Chairperson Robert Durrah, Secretary Catherine Jourdan, Member Chad Doomy, Member Alfred Harvey, Member Adam Draper

Staff Members in attendance: Director Tim Tsujii, Deputy Director Michelle Bobadilla, Adam Clark, and Louise Lash

Pledge of Allegiance

Chairperson Durrah led the Pledge of Allegiance.

Moment of Silence

Chairperson Durrah led a moment of silence.

Public Comments

Chairperson Durrah called for public comments; none provided.

Approval of Meeting Minutes

Secretary Jourdan moved to approve the meeting minutes for February 17, 2022, as submitted; Member Harvey seconded; **Motion carried unanimously.**

Approval of Absentee Meeting Schedule

Director Tsujii introduced Louise Lash as the newest member of the staff and Absentee Voting Manager.

Director Tsujii presented the Board with the revised Absentee Board Meeting Schedule as well as the Resolution of Forsyth County Board of Elections Schedule of Absentee Meetings for review and approval. Member Doomy moved to adopt the Resolution of Forsyth County Board of Elections Schedule of Absentee Meetings; Secretary Jourdan seconded; **Motion carried unanimously.** Member Doomy moved to approve the Notice of Absentee Board Meeting Schedule; Member Harvey seconded; **Motion carried unanimously.**

Approval of Delegation to Staff of Preparatory Steps for Absentee Ballots

Director Tsujii provided the Resolution Regarding Delegation to Staff of Preparatory Steps for Absentee Ballots in the May 17, 2022 Primary Election to the Board for consideration and approval. Secretary Jourdan moved to approve the Resolution Regarding Delegation to Staff of Preparatory Steps for Absentee Ballots; Member Harvey seconded; **Motion carried unanimously.**

Approval of Pre-Processing of Absentee Ballots

Director Tsujii presented the Absentee Ballot Pre-Processing Procedures document for review and approval, as well as clarification of the process to the Board. Member Doomy requested that the document included an additional step to count the stack of ballots and envelopes to verify that the numbers are the same. Member Draper moved to approve the Absentee Ballots Pre-Processing Procedures with the requested change; Member Harvey seconded; **Motion carried unanimously.**

Approval of Re-Marking Process

Director Tsujii presented the Board with the Procedures for Remaking Ballots That Cannot Be Read by Tabulator for discussion, review and, approval. Member Doomy moved to approve the procedures as presented; Secretary Jourdan seconded; **Motion carried unanimously.**

Approval of Contacting Unaffiliated Voters that Did Not Indicate Ballot Selection

Director Tsujii provided clarification and an overview of the process and steps to handle the unaffiliated voters that made no selection of preference on their 2022 Primary Absentee Request Form. Secretary Jourdan moved to approve the process and procedures presented to contact Unaffiliated voters that did not indicate their ballot selection on their Absentee Ballot Request Form; Member Doomy seconded; **Motion carried unanimously.**

Approval of Remedies for Disapproved Absentee Ballots

Director Tsujii presented the Absentee Problems and Solutions document for review and approval. He explained that the guidelines in the presented document, pursuant to Numbered Memo 2021-03 allows staff to do the necessary preliminary work and ensures the staff's ability to notify voters if to remedies for an absentee ballot are necessary. Member Draper moved to approve the Remedies for Disapproved Absentee Ballots, Member Harvey seconded; **Motion carried unanimously.**

Approval of Notification Procedures for Absentee Ballots with Deficiencies

Director Tsujii presented the Procedures for Notifying Voters of Deficiencies in Their Absentee Return Envelope as Provided by Numbered Memo 2021-03 for review and approval. Member Doomy moved to approve the notification procedures as provided; Member Harvey seconded; **Motion carried unanimously.**

Approval of Resolution to Count Absentee Ballots at 2pm on Election Day

Director Tsujii presented the Board with the Resolution to Count Absentee Ballots at 2 p.m. on Election Day for approval. Member Doomy moved to approve the resolution; Member Harvey seconded; **Motion carried unanimously.**

Approval of Electioneering Plan at Government Center One-Stop Site

Director Tsujii provided the Board with the Electioneering Plan at the Government Center One-Stop Site for review and approval. Member Draper moved to approve the Electioneering Plan at Government Center One-Stop Site; Member Doomy seconded; **Motion carried unanimously.**

Approval of Contingency Plan for Curbside Voting at Government Center One-Stop Site

Director Tsujii provided an overview of the contingency plan for review and approval to enable curbside voting to be moved to the rear of the building during One-Stop Early Voting to sustain turnout if necessary. Member Doomy moved to approve the contingency plan presented; Member Harvey seconded; **Motion carried unanimously.**

Chairperson Durrah called for a recess at 5:49pm.

The board meeting reconvened at 5:54pm.

Approval of Agape Faith Church as a Polling Place for Precinct 076, LaDeara Crest Resource Center for Precinct 303, and North Point Church for Precinct 202

Deputy Director Bobadilla presented the Board with information about Agape Faith Church for Precinct 076 and North Point Baptist Church for Precinct 202. She explained that these two precincts were part of the creation of the seven new precincts due to the redistricting process. Deputy Director Bobadilla informed the Board that John Wesley AME Zion Church no longer wished to be a polling place, in which she presented LaDeara Crest Resource Center as a polling place for Precinct 303. Member Doomy moved to approve Agape Faith Church as a Polling Place for Precinct 076, LaDeara Crest Resource Center for Precinct 303, and North Point Church for Precinct 202; Member Harvey seconded; **Motion carried unanimously.**

Adoption of Resolution to Establish an Out-of-Precinct Polling Place at St. John’s Lutheran Church for Precinct 607 and Agape Faith Church for Precinct 076

Deputy Director Bobadilla presented the Board a Resolution to Establish an Out-of-Precinct Polling Place at St. John’s Lutheran Church for Precinct 607 and Agape Faith Church for Precinct 076. She clarified that efforts towards finding a polling place inside of these two precincts will continue and explained that these were temporary changes permitted by G. S. 163-130.1. Deputy Director Bobadilla shared that voters will be notified of the change as required by G. S. 163-128. Member Doomy moved to approve the Resolution to Establish an Out-of-Precinct Polling Place at St. John’s Lutheran Church for Precinct 607 and Agape Faith Church for Precinct 076; Secretary Jourdan seconded; **Motion carried unanimously.**

Approval of Facility Fees for St. John’s Lutheran Church at Precinct 607 and LaDeara Crest Resource Center at Precinct 303

Deputy Director Bobadilla presented to the Board facility fee requests from John’s Lutheran Church at Precinct 607 and LaDeara Crest Resource Center at Precinct 303. Member Draper moved to approve the request of facility fees as presented; Member Harvey seconded; **Motion carried unanimously.**

Adoption of Resolution for Electioneering Restrictions at Certain Polling Places for May 17, 2022 Primary

Director Tsujii presented to the Board the list of non-public polling place locations that have requested for restrictions in regards to electioneering on their property. Member Draper moved to approve the Resolution for Electioneering Restrictions at Certain Polling Places for May 17, 2022 Primary; Member Doomy seconded; **Motion carried unanimously.**

Chairman Durrah stepped away from the meeting at 6:23 p.m.

Approval of Training Pay and Mileage for Precinct Officials & Election Workers

Director Tsujii presented to the Board for their approval a written policy on the proper issuance of training pay and mileage pay for precinct officials and temporary election workers. This item was tabled from the previous meeting and includes a revision to the document to allow the Elections Director to maintain proper authority to arbitrate such matters when necessary. Member Draper moved to approve the rules; Member Doomy seconded; **Motion carried 4-0.**

Approval of Elections Notice

Director Tsujii presented the Board with the 2022 Primary Election Notice for review and approval to enable notification to be published as required by statute. Member Draper moved to approve the 2022 Primary Election Notice; Member Harvey seconded; **Motion carried 4-0.**

Other Business

None

Closed Session

Member Doomy moved to enter closed session pursuant to N.C.G.S. § 143-318.11(a)(6) which states, “To consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or perspective public officer or employee” and to immediately adjourn the open meeting upon the completion of the closed session. Member Draper seconded; **Motion carried 4-0.** The Board entered closed session at 6:30 p.m.

Adjournment

The Board meeting adjourned at 7:10 p.m.

Approved:

s:/Cathrine Jourdan

Secretary

s:/Chad Doomy

Member

s:/Alfred Harvey

Member

s:/Adam Draper

Member