

# CHATHAM COUNTY BOARD OF ELECTIONS REGULAR MEETING

Chatham County Board of Elections Office  
984 Thompson Street, Suite D  
Pittsboro, NC 27312

## GoToMeeting

Recorded meeting is available at <https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings>

August 16, 2022 – 5:30 p.m.

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### ATTENDEES:

Chair Laura Heise, Secretary Charles Ramos, Member Frank Dunphy II, Member Mark Barroso (he dialed in due to traffic while enroute to the meeting), Director Pandora Paschal, Deputy Director Steve Simos, and Election Specialist Chance Mashburn. County Attorney Robert Hagemann was present at the meeting. [Absent: Member Meek.]

Secretary Ramos led everyone in a moment of silence and the Pledge of Allegiance to the Flag.

### Call to Order

Chair Heise called the meeting to order. There was a quorum to conduct board business.

### Approval of Agenda

Secretary Ramos made the motion to approve the agenda, and Member Dunphy seconded the motion. All were in favor. Vote 4-0.

### Approval of Minutes

Secretary Ramos made the motion to approve the August 4 and August 5, 2022 board meeting minutes, and Member Dunphy seconded the motion. All were in favor. Vote 4-0.

### Public Input

There were no public input comments.

### New Business

1. **Absentee Mail Updates** – Deputy Director Simos reported that 325 civilian, 113 overseas, and 24 military requests were processed. The ballots will go out on September 9, 2022. He also reported that facilities will be contacted that week to determine if MAT Teams (Multi Partisan Assistance Teams) are needed for elderly residents who need help completing their absentee ballot request.
2. **Election Official Updates** – Election Specialist Mashburn received confirmation from several site managers. Two Site Managers, a site manager and a back-up, will be trained for each early

voting site. He will contact the election officials who worked in the previous election to see who is available. He reached out to the party chairs to recruit additional people. He plans to have an orientation at the office for new election officials.

3. **Important Election Dates & Deadlines** – Director Paschal gave the board an election timeline calendar with important election dates and deadlines, the absentee ballot meeting dates, and other meeting dates for the November 8 general election. The board was also given the election official training dates for Early Voting and Election Day. All training, except for Site Mangers, will be held at the CCCC Pittsboro Multi-Purpose Room. The board received updates about the Green Party, felons, when One Stop Plans are due, and the NCSBE Summer Training. For more information click on the link to the videotaped meeting at <https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings>). The Director provided an update on their visit to the former Performance Auto & Tire building, a potential county site for a larger Board of Elections office.

### **Session with County Attorney**

Chair Heise stated that Member Barroso had arrived. County Attorney Robert Hagemann explained the board's role in determining salaries for the Director and staff according to the statutory process. The Board of Commissioners (BOC) sets the budget appropriation, and the Director submits a budget within the appropriation. If the Director and the Board of Elections have a special budget request, it must be submitted to the BOC prior to the start of their regular annual BOC budgeting process. The County Attorney answered a question related to a Graham County, NC legal case. The court ruled that within the county's budget appropriation the county Board of Elections may determine the number of staff and their salaries, except for the Director. There is a specific law pertaining to the Director.

To view the full discussion, please click on the link to the video here:

<https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings>

### **Election Official Training**

Director Paschal suggested board members to attend one session of each training segment to ensure the staff is training the election officials properly.

### **Adjourn**

Secretary Ramos made the motion to adjourn. The vote was 4-0. The meeting adjourned at 6:41 pm.



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Charles Ramos, Secretary



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Pandora Paschal, Attest