

CHATHAM COUNTY BOARD OF ELECTIONS SWEARING IN ORGANIZATIONAL/REGULAR MEETING

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

GoToMeeting

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

July 18, 2023 – 12:00 Noon

ATTENDEES:

Chair Laura Heise, Member Frank Dunphy, Member Erika Lindemann, Member Mark Barroso, Bob Tyson, Director of Elections Pandora Paschal, Deputy Director Steve Simos, and Election Specialist Chance Mashburn.

Swearing In the Board of Elections

The board was sworn in by N.C. House of Representative District 54 Robert T. Reives, II. They will serve a two-year term. Members are as follows: Chair Laura Heise, Member Frank Dunphy, II, Member Mark Barroso, Member Alan Robert Tyson, and Member Erika Lindemann.

Moment of Silence and Pledge

Member Frank Dunphy led a moment of silence and the Pledge of Allegiance to the Flag.

Call to Order

Approval of Agenda

Chair Heise asked if there were any changes to the agenda. No changes were made to the agenda. Member Barroso made a motion to approve the agenda. Member Dunphy seconded it, and all were in favor. Vote 3-0. The two new members abstained from voting on these minutes.

Nomination of Secretary

Chair Heise called the meeting to order and stated that it is a tradition of the board to have an opposition party member serve as the secretary if the chair is democrat. The floor was open for nominations for secretary. Member Barroso nominated Member Frank Dunphy, II to serve as secretary to the Chatham County Board of Elections. Member Tyson seconded the motion. All were in favor. Vote 5-0.

Approve Minutes

Chair Heise stated the new members would not vote on June 20, 2023, minutes, since they were not on the board at the time of the meeting. Member Barroso made a motion to approve the minutes from the June 20, 2023, meeting. Member Dunphy seconded the motion. All were in favor. Vote 3-0. Members Lindemann and Tyson abstained from voting.

Public Input

There was no Public Input for this meeting.

Old Business

Retaining Attorney Update

Director Paschal stated that a letter was drafted and sent to the county manager to request a line item to retain an attorney for the election's office. The director is waiting on a response to the request. Member Barroso asked Chair Heise to update the public on matters pertaining to the request. Chair Heise stated that the board was requesting to retain their own attorney who is experienced in election law. The board is being proactive in making this request before the 2024 elections because there could be significant changes to election law that could result in escalated election protests and challenges. For the full explanation see the live streamed meeting at this link:

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

New Business

Meeting Schedule

Chair Heise stated that the Board of Elections meetings are statutorily set at the third Tuesday of each month. The board has the freedom to set the time of the meetings. Election staff ask the board to consider changing the time to 3:00 pm instead of 5:30 pm to allow the staff's workday to end at 5:00 p.m. After much discussion the board voted to keep the board meeting date and time on the third Tuesday of each month at 5:30 p.m. and have the option should an absentee meeting fall on the same day as the regular scheduled meeting to change the time for the regular meeting to 3:00 p.m. Member Lindemann made the motion. Member Tyson seconded the motion. All were not in favor. Vote 4-1. Member Dunphy voted against the motion. Director Paschal provided the board with the meeting schedule for the remainder of the year.

Board Members Duties and Responsibilities

Director Paschal stated that the North Carolina State Board of Elections is providing information for the county board members with their duties and responsibilities. The information is being reviewed by the legal team. Election staff prepared a presentation to assist current and new board members on how to maneuver the county board took kit, the law index and other pertinent election information on the North Carolina State Board of Elections website. Director Paschal invited board members to come to the office to ask questions about administrative processes and other related election information. New members were issued law books for their reference.

Director Duties and Responsibilities

Chair Heise stated that the board needs to vote on the duties and responsibilities of the director. The board asked the director to correct some typographical errors in the document. Member Erika Lindemann made the motion to approve the directors' duties and responsibilities. Member Mark Barroso seconded the motion. Chair Heise asked for discussion. Member Dunphy wanted to expound on the last bullet point in the document underscoring the duty of Public Relations. Please click the link to hear Member Dunphy's full comments and full discussion pertaining to this matter: <https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings> . After the discussion the board added the following language to the last bullet point in the duties and responsibilities : Director will notify all board members of upcoming speaking engagements; up to two board members may elect to attend. Chair Heise stated that the motion was made and seconded. The board voted unanimously to approve the director's duties and responsibilities for the next 2 years. The vote was 5-0.

Early Voting Plan for November Municipal Elections

Chair Heise stated that the board would vote on the early voting plans for the November 7, 2023, Municipal Elections. The municipalities under consideration included: Pittsboro, Siler City, Goldston, and Goldston Gulf Sanitary District. Cary municipal Early Voting Plan was earlier approved at the meeting conducted May 16, 2023. This vote is required to be unanimously approved. Member Lindemann made the motion to approve the early voting schedule for the November 7, 2023, election. Member Tyson seconded the motion. All were in favor. Vote 5-0. For full discussion click on this link: <https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings>

Review Judge Appointments

Election Specialist Chance Mashburn presented the list of Judges to the board for review. He stated the list will not be finalized until August 22, 2023. There are vacancies in the Bonlee precinct. Both party chairs are aware of the vacancies and will assist with filling them. He stated the rest of the precincts were covered, and that most of the judges are returning to serve another two-year term. The board will vote to accept the list of judges nominated by the party chairs on August 22, 2023.

Update on Early Voting Workers

Election Specialist Chance Mashburn stated that he has started to complete the schedule of early voting workers for the October 10, 2023, Cary Election. He has selected two Site Managers, which is a bi-partisan team. He is working to fill the slots for each scheduled day of voting. He will begin the list for the November 7, 2023, election after the completion of the list for the October election.

Other Election Business

Deputy Director Steve Simos gave the board an update on changes with the absentee mail ballot process changes, since voter ID is required for voters beginning with the 2023 Municipal Elections. Voters are

required to send in a copy of their ID with their mail in ballot. Chair Heise and the rest of the board agreed that the Deputy Director will present the approval processes to them in written form. They will vote to accept the processes and the delegation of duties to the staff at one of the upcoming board meetings. For full details on this matter click here:

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

Director Paschal reminded the board members of the North Carolina State Board of Elections summer conference in Concord, NC on August 13th, 14th, and 15th.

Adjourn

Member Lindemann made the motion to adjourn the meeting. Member Tyson seconded the motion all were in favor. Vote 5-0. The meeting was adjourned at 7:35 pm.

Frank Dunphy, Secretary	<i>Frank Dunphy</i>	<i>08/22/23</i>
Pandora Paschal, Attest	<i>Pandora Paschal</i>	<i>8/22/23</i>