

## CHATHAM COUNTY BOARD OF ELECTIONS PRE-ELECTION DAY ABSENTEE 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>

October 9, 2023 – 5:00 P.M.

---

#### **ATTENDEES:**

Chair Laura Heise, Member Frank Dunphy, Member Bob Tyson, Member Erika Lindemann, Director of Elections Pandora Paschal, Election Specialist Chance Mashburn, and Elections Voting Equipment Technicians Marvin Caracol, Sarah Gitt, and Savannah Thomson. Member Mark Barroso arrived late.

#### **Moment of Silence and Pledge**

Member Bob Tyson led a moment of silence and the Pledge of Allegiance to the Flag.

#### **Call to Order**

Chair Heise called the meeting to order stating that a quorum was present to conduct the meeting.

#### **Approval of Agenda**

Chair Heise asked if there were any changes to be made to the agenda. Member Dunphy asked to add two items from the Numbered Memo 2020-25 for discussion. The two items for discussion are (Sorting of ballot envelopes into categories and presenting recommendations to the board) and (Spot-Check mail-in envelopes and photo ID documentation for accuracy). Chair Heise stated these items will be discussed during item number three on the agenda under new business. Member Tyson made the motion to approve the agenda with member Dunphy's addition. Member Lindemann seconded it, and all were in favor. Vote 4-0. Member Dunphy's request for the additional agenda item was added under new business on the agenda to be discussed during item number three.

#### **Approve Minutes**

Chair Heise stated the minutes from the September 26, 2023, minutes need the board's approval. She asked if there were any edits needed before approving. Member Lindemann stated that the parentheses and both commas before and after the following statement: "(Delegation: Absentee Ballot Preparatory Work to the Board of Elections Staff)" in the first paragraph under the header Approve Absentee Ballots should be removed. Member Lindemann made the motion to approve the minutes from the September 26, 2023, meeting with her suggested edits by. Member Tyson seconded the motion. All were in favor. Vote 4-0.

## **New Business**

### **Approve Absentee Ballots**

There were eleven absentee ballots to be approved at this meeting. Director Paschal stated the staff looked at each envelope to determine if all required signatures, and each voter sent in acceptable ID before recommending approval by the board. There were no ballots for deliberation or any that needed a cure letter. Members Lindemann and Tyson reviewed the envelopes and IDs prior to the meeting. Member Lindemann made the motion to approve the eleven ballots that were presented for approval. Member Tyson seconded the motion. All were in favor. Vote 4-0. Before opening the ballots, the board verified that the count on the Verity Scan was 19 from the prior meeting. The ballots were fed into the scanner. The ending count was 30.

### **Approve One Stop Applications**

The board spot checked the One Stop early voting applications for the Board of Elections site and the New Hope Missionary Baptist Church site before approving them. Member Tyson made the motion to approve the One Stop applications for the following dates: October 2, 2023. October 3, 2023, October 4, 2023, October 5, 2023, October 6, 2023 & October 7, 2023. Member Lindemann seconded the motion. All were in favor. Vote 4-0.

### **Approve Chief Judge Moncure Precinct**

Julie Anne Lawrence was appointed Republican Judge of the Moncure Precinct for a 2-year term in August 2023. She notified Election Specialist Chance Mashburn that she would not be able to serve for the 2024 elections due to unforeseen illness in her family. The Republican Party Chair nominated Meredith Johnson to replace Republican Judge Julie Anne Lawrence for the Moncure Precinct. Member Lindemann made a motion to approve Meredith Johnson to serve as the Republican Judge for Moncure Precinct. Member Tyson seconded the motion. All were in favor. Vote 4-0.

### **Other Election Business**

Member Dunphy discussed (Numbered Memo – 2020-25 page 7, 4<sup>th</sup> paragraph, 3<sup>rd</sup> line) This numbered memo outlines two required county board actions. The first requirement was spot checking the mail-in envelopes and copy of mailed photo ID. He shared a table he created and recommended to the group that the spot check report of the mail-in ballots be included as a bullet point on the agenda where the board approves absentee ballots. An example would be 1.(a) Spot Check Ballot Report and 1.(b) would be Approve Absentee Ballots. This will formalize the process of quality control of mail-in envelope and photo ID review by board members. Member Tyson stated his preference would be to come 45 minutes prior to the meeting to do the spot check. Chair Heise made the motion that a bi-partisan team would come 30-45 minutes prior to the absentee meeting to spot check absentee mail ballot envelopes and give a report to other board members at the meeting for entry in the official minutes. Member Lindemann seconded the motion. All were in favor. Vote 4-1. Member Barroso abstained from voting because he wasn't a part of the discussion. For full discussion view the live streamed meeting at this link: <https://www.chathamcountync.gov/government/departments-programs-a-h/elections/board-of-elections-members-meetings>

Member Dunphy next discussed the second requirement in (Numbered Memo – 2020-25 page 7, 3<sup>rd</sup> paragraph). Staff shall perform a sort of the ballot envelopes and present their recommendations to the

board, as to whether they are approved, disapproved, require a cure, photo Id cure, or deliberation. Member Dunphy presented his version of a spreadsheet of required information to report to the board at each absentee meeting. Elections Specialist Chance Mashburn presented the board alternative version of spreadsheets to provide sorting information. The board agreed to use the spreadsheet provided by staff for use at each absentee meeting.

Chair Heise reminded board members that the meeting time on Election Day is 2:00 pm, and the board would recess after finalizing absentee ballots. The board would reconvene after the polls close at 7:30 pm.

**Adjourn**

Member Dunphy made a motion at 5:47pm to adjourn the meeting.

Member Tyson seconded the motion. All were in favor. Vote 5-0.

*Frank Dunphy 11/06/2023*

---

Frank Dunphy, II, Secretary

*Pandora Paschal*

---

Pandora Paschal, Attest