

AGENDA
WARREN COUNTY BOARD OF ELECTIONS
MARCH 8, 2018
9:00 AM
ORDER OF BUSINESS

I. Call to Order Chairman Dieckmann
ACTION: _____

II. Pledge of Allegiance

III. Adopt Agenda
ACTION: _____

IV. Citizen Comment:
ACTION: _____

V. Approve Minutes of Meeting for 02/08/2018
ACTION: _____

VI. Director's Report
ACTION: _____

VII. Approval of Agency budget for submission to county administration
ACTION: _____

VIII. Other Concerns:

ACTION: _____

Adjourn

MINUTES
REGULAR MEETING
WARREN COUNTY BOARD OF ELECTIONS
FEBRUARY 8, 2018-9:00 AM
309 N. MAIN STREET (ANNEX BUILDING)
WARENTON, NORTH CAROLINA

PRESENT: Steven Mullenix (in person), Merwin Dieckmann (by conference phone), Jimmie West (by conference phone), Debbie Formyduval, Robin Irby, Thomas Vandiford.

Chairman Dieckmann called the meeting to order at 9:00 AM and all participated in the Pledge of Allegiance.

Steven Mullenix made a motion to adopt the agenda adding the following items:

1. Appointment of MAT's team members -Eldora Tillery (Democrat) and Tina Neal (Republican)
2. Review and approval of staff evaluation for HR Office (Attachment 1)
3. One Stop Plan for the May 8, 2018 Primary Election-(Attachment 2)
4. EVID (Electronic Pollbook) Agreement for the May 8, 2018 Primary Election. (Attachment 3)

The motion was seconded by Jimmie West and passed 3-0.

CITIZEN COMMENT: No citizens were present for public comment.

Steven Mullenix made a motion to approve the minutes of the January 1, 2018 meeting. The motion was seconded by Jimmie West and passed 3-0.

Steven Mullenix made a motion that the board approve the letter of support of Thomas Vandiford's job reclassification on behalf of the board, sign and forward to Lisa Alston -Human Resources Director and Robert Davie County Manager. The motion was seconded by Jimmie West and passed 3-0. (attachment4)

Steven Mullenix made a motion to accept the Directors report as presented. The motion was seconded by Jimmie West and passed 3-0. (Attachment 5)

Steven Mullenix made a motion to approve the One Stop plan as presented by the director with operational hours being 7:30 AM-6:00 PM weekdays and Saturday operations from 7:30 AM -1:00 PM on the last two Saturdays of early voting. (April 28, 2018 and May 5, 2018). The motion was seconded by Jimmie West and passed 3-0.

Steven Mullenix made a motion to approve the following legal notices for the May 8, 2018 Primary Election:

1. Notice of Election-(Attachment 6)
2. Notice of Appointment of Precinct Officials (Attachment 7)
3. Notice of Precinct Boundaries (Attachment 8)
4. Notice of Polling Place Buffer Zones (Attachment 9)
5. Resolution concerning counting of absentee ballots (Attachment 10)

The motion was seconded by Jimmie West and passed 3-0.

Being no further business before the board, Chairman Dieckmann adjourned the meeting at 9:13 AM

(Seal)

Respectfully submitted,

Jimmie West -Secretary

ATTEST:

DEPARTMENT HEAD REPORT

WARREN COUNTY BOARD OF ELECTIONS

PERIOD: FEBRUARY 1, 2018-FEBRUARY 28, 2018

PREPARED BY: DEBBIE FORMYDUVAL-DIRECTOR

ELECTION PROGRAMMING: February has been busy with inquiries by candidates and potential candidates in addition to candidate filing which will close of 2/28/18 at noon. Staff members have been busy with candidate files and audits to ensure that all information is as it should be.

The contract for electronic poll books has been signed by the county manager and has been returned. Once candidate filing is complete, Gerry Smith will begin with file extraction and ballot setup in addition to preparing training materials for precinct officials for the upcoming primary.

The State Board has initiated time saving measures with the ballot proofing process which have been put into place during the filing period.

We have given the one stop voting area a thorough cleaning and are now ready for programming of the voter equipment once the ballot receives final approval and media is prepared from the coding. Early voting will start on April 19, 2018. Temporary staff have returned their commitment forms and training has been scheduled for April 16, 2018.

Robin has been reaching out to precinct officials and obtaining their commitments for training for election day.

The State Board has worked with staff to make mass changes to voter senate district and from this our office has generated a mailing of voter cards. This is good in that voters are calling our office, checking their registration and making needed updates to their records.

CENSUS: We have held one meeting locally as we prepare for the census and soon Erik Hilliard of the mapping department will work with BOE staff to download maps from the US Census bureau website and begin the task of verifying roads and other census related data.

BUDGET: Preliminary request have been submitted to county administration for needs including technology and staffing. All other budget materials are due 2/23/2018 and will be entered into the accounting system and copies returned back to department heads. Following this, department heads will start to meet with the county manager to discuss their budgets.

TRAININGS AND MEETINGS FOR THIS PERIOD:

2/5/2018 Voter Registration Drive-New Tech High School

2/07/2018 Website Training

2/08/2018 Regular Board Meeting

2/12/2018 Website Training

2/13/2018 Website Training

2/21/2018 SBOE Web training

STATISTICS: See attached NVRA Report

WARREN COUNTY BOARD OF ELECTIONS

NVRA REPORT

Reporting Period: 2/1/2018 - 2/28/2018

Totals

Active	11,219
Inactive	2,247
Total Registration	13,466

REPORTING PERIOD

Registrations Approved	20
Total Registrations Removed	33
Inactive Registrations Removed	5

New Registrations

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	67
06 - Mail-in	4
07 - In-person & Drives	18
08 - Library & High School	0
09 - Spanish Language Application	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
	<hr/>
	89

Duplicates

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	9
06 - Mail-in	9
07 - In-person & Drives	2
08 - Library & High School	0
09 - Spanish Language Application	0
95 - Voter Return of NCOA	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	0
99 - Voter Change On Verification	5
	<hr/>
	25

Changes of Information

00 - No Application Source	2
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	18
06 - Mail-in	1
07 - In-person & Drives	6
08 - Library & High School	0
09 - Spanish Language Application	0
95 - Voter Return of NCOA	1
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	1
99 - Voter Change On Verification	8
	<hr/>
	37

Verifications

# of 1st & 2nd verification mailings sent	11,224
# of 1st NCOA mailings sent	0
# of 1st verification returned undeliverable	260
# of verification returned by voter	13

Confirmations

# of confirmations returned by voter	1
# of confirmations sent	367
# of confirmations returned undeliverable	0
# of confirmations not returned at all	0

COUNTY STATISTICAL

Democrat	9,266
Republican	1,805
Libertarian	33
Reform	0
Unaffiliated	2,362
American Indian	585
Asian	19
Black	7,111
Multi-Racial	52
White	5,373
Other	122
Undesignated	204
Hispanic	55
Not Hispanic	9,366
Undesignated	4,045
Female	7,180
Male	6,133
Undesignated	153