

MEETING NOTICE

Per NCGS 163-30, the Warren County Board of Elections will meet on Tuesday, July 20, 2021 at 12:00 Noon.

The purpose the meeting is to organize the newly appointed board and to elect a Vice Chair and Secretary for a two-year term. Anyone needing additional information may contact the Warren County Board of Elections office at 252-257-2114.

This is the 1st day of July, 2021

Esther Terry-Chair

AGENDA

WARREN COUNTY BOARD OF ELECTIONS

JULY 20, 2021-12:00 PM-309 N. MAIN ST.-JOHN GRAHAM ANNEX
BUILDING-WARRENTON, NC

Pursuant to N.C.G.S. 163-31, this meeting is for the purpose of organization of the Warren County Board of Elections. Oaths of office will be administered and a secretary shall be elected by the Board. OATHS TO BE ADMINISTERED PRIOR TO BUSINESS.

Join Zoom Meeting

<https://us02web.zoom.us/j/83123485233?pwd=aStZclkvQlJQTE1tYWtBcnFKSOFRZz09>

Meeting ID: 831 2348 5233 Passcode: 463062

ORDER OF BUSINESS

Pledge of Allegiance

Call to Order

Chair Esther Terry

ACTION: _____

Nomination and appointment of Secretary for the Warren County Board of Elections. *Note-Can be of either party-See numbered memo 2018-02 dated 3-28-2018*

ACTION: _____

OTHER BUSINESS/CONCERNS: Update of Election Preparation by Director- Approval of Director's Report.

ACTION: _____

Adoption of One Stop Plan for November 2 2021 Municipal Elections. *Note-Norlina and Warrenton are the only municipalities that utilize Early Voting or Mail Absentee. Due to SBOE by*

ACTION: _____

Other Concerns:

ACTION: _____

ADJOURN

DIRECTOR'S REPORT
WARREN COUNTY BOARD OF ELECTIONS
PERIOD-JUNE 01, 2021-JUNE 30, 2021
PREPARED BY: DEBBIE FORMYDUVAL

Election Programming: For this period staff have completed the following:

1. Daily data entry of DMV registrations, cancellations and deceased voter removals.
2. Installation of new scanner that had been purchased with HAVA funds. The model that was replaced had been used by the BOE staff since 2006. In addition, all staff members now have desktop scanners that were purchased with HAVA funds and will expedite processing of registrations, changes and mail absentee request forms.
3. Print-Elect was on site for several days to complete annual routine maintenance of voting equipment.
4. Tom Vandiford has worked with all CBE laptops performing updates and removing post-election data from the 2020 Presidential Election as required.
5. All COVID purchases made during the pandemic have been reconciled with the SBOE records. The process was required by June 20th. Warren County Board of Elections has completed all reporting for the period and the State Board has reimbursed Warren County for all COVID related purchases.
6. A report of year end hi-lights has been submitted to the County Manager as requested. I would certainly call conducting a presidential Election amidst a pandemic a hi-light.
7. Respond to public records requests for groups and provide documentation. Note this is an ongoing process from the 2020 Presidential Election with a wide range of information requests.
8. Provide Records request to candidates for the municipal election including statistical data from prior elections and voter registration list.
9. Staff prepares filing packets for candidates for the upcoming municipal elections.
10. Work with records retention and moving some files to storage.

11. Begin Work on Wellness Check document for SBOE. Note -Wellness Check is not an audit but a checks and balance that is used by the SBOE. The last wellness check was performed in 2007.
12. Warren County is currently installing Voice over IP Phone Systems throughout the county. We have learned that the phone systems cannot be connected through our server since it is state owned and creates a security issue. We are currently awaiting installation of a new line specifically for the phone systems.
13. Ran required SEIMS updates that were pushed out by the SBOE during the weekend of June 27th.
14. We have hired 2 part-time staffers to replace Barbara Wheeler. We are currently training those staff members.
15. With the upcoming municipal election in November, filing for the mid-terms in December and a primary in March 2022, staff are completing as much behind the scenes work as possible. This includes printing manuals and preparing training materials.
16. Updated County Board of Elections website.

Budget and Finance- July 1st started our new fiscal year and with that comes changes that are being implemented by the County Finance office including:

Revenues had previously been collected by county departments and agencies and turned into the finance office along with a cash report. At this point, the county finance office has issued bank deposit books and each county department is responsible for making a bank deposit daily, completing the cash report and turning it into the county finance office the following day. In addition, the finance office has now added the responsibility of including a coversheet and breaking out sales tax for items that are purchased by each department. Fortunately, Thomas Vandiford has a programming background and was able to write a program that will allow us to data entry the information and create the spreadsheet. In preparing the program, Tom added all of the county vendors and with a few keystrokes the fields will auto populate. Our office is fortunate to have someone that is able to incorporate these skills.

On another note, there seems to have been an issue previously with employees leaving the county and HR and Payroll having not been notified therefore employees continued to receive payroll until the county made changes. Previously full- time

staff turned in time sheets on a monthly basis and we are now asked to provide them twice a month. Again, Tom had developed a time sheet for our staff that we have used for the last 4 $\frac{1}{2}$ years that calculates our leave and brings forward each month. Following a meeting with county administration, we were approved to continue to use the time sheet that we have but will turn in twice monthly as required by Warren County.

Meetings and Trainings:

6/08/2021 Department Head Meeting

6/10/2021 Regular Board Meeting

6/23/2021 Finance office meeting regarding changes

6/24/2021 Professional Development Classes-Warren Co. Government

STATISTICS: See attached NVRA Report.

WARREN COUNTY BOARD OF ELECTIONS

NVRA REPORT

Reporting Period: 7/1/2021 - 7/9/2021

Totals

Active	11,540
Inactive	1,355
Total Registration	12,895

REPORTING PERIOD

Registrations Approved	6
Total Registrations Removed	8
Inactive Registrations Removed	2

New Registrations

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	1
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	1
17 - Registration Drives	0
21 - Medicaid Renewal	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
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Duplicates

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	2
06 - Mail-in	2
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	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

0

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Changes of Information

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	4
06 - Mail-in	2
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	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	0
	<hr/>
	6

Verifications

# of 1st & 2nd verification mailings sent	28
# of 1st NCOA mailings sent	95
# of 1st verification returned undeliverable	0
# of verification returned by voter	0

Confirmations

# of confirmations returned by voter	0
# of confirmations sent	3
# of confirmations returned undeliverable	1
# of confirmations not returned at all	0

COUNTY STATISTICAL

Constitution	0
Democratic	8,143
Green	0
Libertarian	39
Republican	2,106
Unaffiliated	2,607
American Indian	524
Asian	26
Black	6,269
Multi-Racial	46
Native Hawaiian or Pacific Islander	1
White	5,016
Other	120
Undesignated	893
Hispanic	82
Not Hispanic	8,474
Undesignated	4,339

Female	6,575
Male	5,529
Undesignated	791

Unprocessed Registrations - Incomplete Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	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	0

Unprocessed Registrations - Archive Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	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	0

Unprocessed Registrations - Review Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0

08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0



NORTH CAROLINA

STATE BOARD OF ELECTIONS

One Stop Implementation Plan Signature Sheet

This signature sheet must be signed by all county board members who voted for this one-stop site plan. Once the board members and director have signed, please upload the signature sheet to FileZilla and submit the online form.

County: _____

Name of Plan: _____

Date of Election: _____ / _____ / _____
(mm) (dd) (yyyy)

We, the undersigned, certify that our county's One-Stop Implementation Plan has been considered by the County Board of Elections County Board of Elections and is the following:

A **unanimous** plan approved during a public meeting.

A **majority** plan approved during a public meeting.

A **minority** plan not approved during a public meeting.

Date of County Board meeting: _____ / _____ / _____
(mm) (dd) (yyyy)

Chair: _____
(signature)

Secretary: _____
(signature)

Member: _____
(signature)

Member: _____
(signature)

Member: _____
(signature)

County Director: _____
(signature)

**RECOMMENDED HOURS FOR ONE STOP EARLY VOTING FOR THE
NOVEMBER 2, 2021 MUNICIPAL ELECTION FOR THE TOWN OF
WARRENTON AND TOWN OF NORLINA**

(The recommended operations for early voting are based on prior years and is consistent with the daily operational hours of the CBE. Statute requires that the CBE early voting remain open on the final Saturday until 3:00 PM.

DATE	OPEN	CLOSE
Thursday-October 14, 2021	8:30 AM	5:00 PM
Friday-October 15, 2021	8:30 AM	5:00 PM
Monday-October 18, 2021	8:30 AM	5:00 PM
Tuesday-October 19, 2021	8:30 AM	5:00 PM
Wednesday-October 20, 2021	8:30 AM	5:00 PM
Thursday-October 21, 2021	8:30 AM	5:00 PM
Friday-October 22, 2021	8:30 AM	5:00 PM
Monday-October 25, 2021	8:30 AM	5:00 PM
Tuesday-October 26, 2021	8:30 AM	5:00 PM
Wednesday-October 27, 2021	8:30 AM	5:00 PM
Thursday-October 28, 2021	8:30 AM	5:00 PM
Friday-October 29, 2021	8:30 AM	5:00 PM
Saturday-October 30, 2021	8:30 AM	3:00 PM

Q: What does it mean that the county board must be “unanimous”?

A: Unanimity requires an affirmative vote of all appointed county board members. If, due to a vacancy, your board only has fewer than five appointed members, all appointed members must vote affirmatively to adopt a plan.

Comparison of One-Stop Site and Hour Requirements for Even-Year and Odd-Year Elections

Requirement	Even-Numbered Year Elections	Odd-Numbered Year Elections
<p>All one-stop sites must be open every weekday during the early voting period from 8am-7:30pm.</p>	<p>Yes</p>	<p>No – the county board of elections office (or in lieu of site) must be open during its normal business hours, at a minimum. If there are additional one-stop locations, they do not have to be open 8am-7:30pm on weekdays, but those additional sites do have to be open for the same hours and on the same days as all the other additional one-stop sites. For example, the county board of elections office could be open its normal business hours (for example, 8am-5pm), and the North Library and South Library locations could be open from 1pm-7pm on Tuesdays and Thursdays (assuming those are the only two additional one-stop sites in the county).</p>
<p>If any one-stop site is open, all one-stop sites must be open.</p>	<p>Yes</p>	<p>No – if the county board of elections office (or its alternate) is open, none of the additional one-stop sites are required to be open. However, if one additional one-stop site is open, all additional sites must be open for the same days and hours.</p>
<p>If any one-stop site is open on a Saturday, then all one stop sites must be open for the same number of hours on that Saturday.</p>	<p>Yes, and all one-stop sites must be open from 8am-3pm on the last Saturday before Election Day.</p>	<p>Yes, and all one-stop sites must be open from 8am-3pm on the last Saturday before Election Day.</p>

Requirement	Even-Numbered Year Elections	Odd-Numbered Year Elections
If any one-stop site is open on a Sunday, then all one stop sites must be open for the same number of hours on that Sunday.	Yes	Yes
If the county board of elections office is open only regular business hours, the uniform dates and hours requirements do not apply to that location. If the BOE is open beyond regular business hours, the uniform dates and hours requirements do apply to that location.	Yes (Caveat: Even if the BOE office is only open regular business hours, it must also be open from 8am-3pm on the last Saturday before Election Day.)	No – even if the county board of elections office is open beyond regular business hours, the additional one-stop sites do not have to be open those same hours, as long as the additional sites are open on the same days and hours as the other additional sites. For example, the county board of elections office could be open from 8am-8pm on a Friday, but both the North Library and South Library additional sites could be open from 1PM-5PM on that Friday (assuming those are the only two additional one-stop sites in the county).

Frequently Asked Questions About One-Stop Flexibility:

Q: My in lieu of site is in another building. When is it required to be open?

A: Any in lieu of site, regardless of its location, must be open at least regular business hours during weekdays. It may be open beyond regular business hours. If the county board office or in lieu of site is open on the weekend, it must be open the same number of hours as all the other one-stop sites on that weekend day.

Q: Are we required to open our county board office or in lieu of site on the weekend if our other one-stop sites are open on the weekend?

A: No, but if the county board office or lieu of site is open any weekdays beyond regular business hours and/or any weekend hours, it is required to be open on the weekend for the same number of hours as all other one-stop sites. And, the county board office or in lieu of site must be open on the last Saturday before Election Day regardless of whether it is open beyond regular business hours and/or any weekend hours. County boards are encouraged to be mindful of expected turnout and historical use of one-stop early voting in their counties.