



ROCKINGHAM COUNTY

BOARD OF ELECTIONS

Agenda

Regular Meeting
June 21, 2022 @ 10:00 a.m.

Rockingham County Governmental Center
371 NC 65
Reidsville, NC 27320

(Due to social distancing, there will be limited seating available. Please wear a mask.)

This will be live streamed at the following link:

<https://www.rockinghamcountync.gov/mediacenter.aspx?id=21335&catid=70>

1. Welcome / Call to Order Chair Wright
2. Pledge of Allegiance
3. Invocation – Co-Pastor Jody DeLancey
Resurrection Life Church, Eden
4. Approval of Agenda
5. Approval of Board Minutes
 - a. May 16, 2022 Absentee Meeting Minutes
 - b. May 17, 2022 Regular Meeting Minutes
 - c. May 17, 2022 Absentee Meeting Minutes
 - d. May 20, 2022 Absentee/Provisional Meeting Minutes
 - e. May 27, 2022 Canvass Meeting Minutes
6. Public Comments
7. Presentation Chair Wright
8. Director's Update Paula Seamster
 - a. 2022 Primary Election Update
 - b. Precinct Officials Refresh Bash/End of Election Meeting
 - c. FY 2022-2023 Budget Approval
 - d. 2022 General Election Information
9. Adjournment

BOARD MEETING MINUTES

May 16, 2022 – 5:00 PM

ABSENTEE MEETING

The Rockingham County Board of Elections met Monday, May 16, 2022 at 5:00 pm at the Board of Elections Office, 240 Cherokee Camp Road, Reidsville.

Board Members Present: Ophelia Wright, Chair; Tom Schoolfield, Secretary; Nelson Cole, Member; Thurman Hampton, Member; and Sarah Totten, Member.

Staff Members Present: Paula Seamster, Director and Kathy Clark, Senior Deputy Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 5:00 pm by Chair Wright.

ITEM #2 – APPROVAL OF AGENDA

Member Cole moved, seconded by Member Hampton to approve the agenda. The motion carried unanimously.

ITEM #3 – ABSENTEES

The Board began to review, open, and insert into the DS 200 the 26 absentee ballots that had been received into the office, date stamped when received, and the ballot envelopes were reviewed by staff to make sure the requirements were met for eligibility.

Secretary Schoolfield moved, seconded by Member Totten to approve the 26 absentee ballots that were received. The motion carried unanimously.

ITEM #4 – ADJOURNMENT

At 5:20 p.m. Member Cole, seconded by Secretary Schoolfield to adjourn. The motion carried unanimously.

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

**BOARD MEETING MINUTES
MAY 17, 2022 – 5:00 PM
REGULAR MEETING**

The Rockingham County Board of Elections met Tuesday, May 17, 2022 at 5:00 p.m. at the Board of Elections Office, 240 Cherokee Camp Road, Reidsville.

Board Members Present: Ophelia Wright, Chair; Tom Schoolfield, Secretary; Nelson Cole, Member; Thurman Hampton, Member; and Sarah Totten, Member.

Staff Members Present: Paula Seamster, Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 5:00 p.m. by Chair Wright. Chair Wright welcomed the Board members as well as those who were viewing the meeting online.

ITEM #2 – PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Member Cole.

ITEM #3 – INVOCATION

Invocation was given by Dr. Lance Cole, Ruffin Stacey Baptist Church in Ruffin, NC.

ITEM #4 – APPROVAL OF THE AGENDA

Member Hampton moved, seconded by Member Cole to approve the agenda. The motion carried unanimously.

ITEM #5 – APPROVAL OF MINUTES

Secretary Schoolfield moved, seconded by Member Totten to approve the April 19, 2022 Regular Meeting Minutes, April 19, 2022 Absentee Meeting Minutes, April 26, 2022 Absentee Meeting Minutes, May 3, 2022 Absentee Meeting Minutes, and May 10, 2022 Absentee Meeting Minutes as presented. The motion carried unanimously.

ITEM #6 – PUBLIC COMMENTS

With no public comments, Chair Wright closed Public Comments.

ITEM #7 – APPROVAL OF NOTICE OF CANDIDACY BY PETITION – DARREN WRIGHT, SHERIFF

Member Cole moved, seconded by Member Hampton to certify the Notice of Candidacy by Petition for Darren Wrights' name to be added to the November ballot for Sheriff.

Secretary Schoolfield asked how many signatures were received on this petition. The Director responded that the Board of Elections Office received 2,762 signatures of which 2,455 were certified. She added that the number of required signatures was 2,428.

Upon a vote of the motion, the motion carried unanimously.

Chair Wright and the Board congratulated Darren Wright on receiving the required number of signatures to be place on the November ballot.

BOARD MEETING MINUTES
MAY 17, 2022 – 5:00 PM
REGULAR MEETING

ITEM #8 – DISCUSSION ON HOW TO MAKE ELECTIONS INFORMATION MORE ACCESSIBLE TO THE VOTERS

Member Hampton asked the Chair and Director to give an update on the interview with the television station. Chair Wright stated that she and the Director met in the back room with Charles Roark with Star News via Skype and the interview lasted about 20 minutes. She stated that there were only a few questions asked to her but a lot of the questions were directed at the Director. The Director went through the questions that she was asked. She added that the interview started at 3:00 and was over after about 15 or 20 minutes and she found out that the interview aired at around 4:00 unedited and it aired again around 5:00 p.m.

Secretary Schoolfield asked if the Board would be able to get a copy of the interview. The Director stated that she did not know if the Board would be able to get a copy but she would check. She added that Member Cole was the person that arranged the interview with Star News. Member Cole stated that he would reach out to Mr. Roark to see if he could get a copy of the interview. Chair Wright stated that a copy was supposed to be sent to the Director before it aired. She stated that the Director could ask for a copy of the interview.

Member Cole asked the Director if she plan to have a “Rehash Bash”. He spoke with both chief judges at the precincts that he visited and thought this would be good. The Director responded that she had a chief judge meeting after the municipal election and planned to have one after the primary election.

Chair Wright thanked Member Hampton and Secretary Schoolfield for their work on how to make elections information more accessible to the voters. She also thanked Roy Sawyers for coming to the Board of Elections office to record the meeting.

ITEM #9 – DIRECTOR’S UPDATE

2022 Primary Election Update

The Director stated that the 2022 Primary Election had 4 One-Stop (Early) Vote sites that were open with 4,617 early votes and 67 absentee ballots have been received and approved so far for a total of 4,684 early votes. She added that as of 4:00 p.m. 3,984 had voted on Election Day. The Director stated that the turnout was good and there had been a lot of traffic in the office today. She stated that she had started the cost analysis on the one-stop (early) voting and the estimate at that point was \$45,264.06 divided by the 4,684 early votes which included the absentee ballots, the cost was \$9.66 per ballot. Once all the numbers are collected the Director will give the Board a more accurate cost per ballot.

Summer Conference Date Change

The Director informed the Board that she had sent the Board an email and the date had changed for the Summer Conference and the reason for the change was a possibility of a second primary. She stated that the Summer Conference is scheduled for August 30th and 31st and it will be a virtual conference because they could not find a venue to accommodate everyone at such short notice. The Director stated that the Board could have the conference at the Board of Elections together if it so chooses to do that.

BOARD MEETING MINUTES
MAY 17, 2022 – 5:00 PM
REGULAR MEETING

Secretary Schoolfield stated that after looking at the numbers that have voted, the county is already 60% ahead of the 2018 numbers.

Secretary Schoolfield asked when a decision needed to be made on the conference. The Director responded that the Board could decide today if it so chooses to.

Secretary Schoolfield moved, seconded by Member Totten to attend the Summer Conference as a group at the Board of Elections Office to save money. The motion carried unanimously.

Member Hampton stated that he took time to talk to the poll workers at the 4 precincts that he visited and he was very impressed by them especially for their energy and willingness to come and conduct the election when they are called and he recommended doing something to recognize their participation. He stated that the workers were committed to what they were doing and he thought the Board should show them some gratitude one way or another; a letter of commendation, etc. mainly show how much the Board appreciates them.

Member Totten stated that 2 of the precincts she went to, precinct officials had called in or did not show up and they were having to do more than one job. The Director informed the Board that this was common throughout the whole state where people did not report to work today. She stated that the Directors received an email stating that a lot of the precinct officials throughout the state did not report to work due to threats they had received. The Director stated that the precinct officials that had showed up for work were upbeat and were calling in the counts on schedule.

Secretary Schoolfield stated that he also wanted to share that Paula, Kathy, and Wendy needed a pat on the back for the challenges that they had today and he received some very positive comments from the precinct officials on how much they appreciated the three of you for being involved and willing to answer questions and knew the urgency of the problems because the people are there waiting on an answer. Member Hampton stated that he received the same compliments as well. The Director responded thank you.

Chair Wright stated that she heard the same thing and she visited 9 precincts and she thanked the precinct officials for everything they were doing. She added that she thought Member Hampton had a great idea to recognize the precinct officials and to let them know that the Board appreciates everything they do. Chair Wright stated that the precinct officials are hard workers.

Member Totten stated that she thought that the precinct officials enjoy the Board members coming out and visiting with them. She added that when she went to Zion Frank asked her if she would be back today so she thought the precinct officials appreciated the Board's presence.

**BOARD MEETING MINUTES
MAY 17, 2022 – 5:00 PM
REGULAR MEETING**

ITEM #10 – ADJOURNMENT

At 5:26 p.m. Member Hampton moved, seconded by Member Cole to adjourn. The motion carried unanimously.

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

BOARD MEETING MINUTES

May 17, 2022 – 5:30 PM

ABSENTEE MEETING

The Rockingham County Board of Elections met Tuesday, May 17, 2022 at 5:30 pm at the Board of Elections Office, 240 Cherokee Camp Road, Reidsville.

Board Members Present: Ophelia Wright, Chair; Tom Schoolfield, Secretary; Nelson Cole, Member; Thurman Hampton, Member; and Sarah Totten, Member.

Staff Members Present: Paula Seamster, Director and Kathy Clark, Senior Deputy Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 5:45 pm by Chair Wright.

ITEM #2 – APPROVAL OF AGENDA

Member Totten moved, seconded by Secretary Schoolfield to approve the agenda. The motion carried unanimously.

ITEM #3 – ABSENTEES

The Board began to review, open, and insert into the DS 200 the 6 absentee ballots that had been received into the office, date stamped when received, and the ballot envelopes were reviewed by staff to make sure the requirements were met for eligibility.

Member Hampton moved, seconded by Member Cole to approve the 6 absentee ballots that were received. The motion carried unanimously.

The DS-200 voting machines were closed out and the tapes were run for absentee ballots and the (4) DS-200 One Stop (Early) Voting machines were closed out and the tapes were run.

ITEM #4 – ADJOURNMENT

At 6:09 p.m. Member Cole, seconded by Secretary Schoolfield to adjourn. The motion carried unanimously.

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

BOARD MEETING MINUTES

May 20, 2022 – 5:00 PM

ABSENTEE MEETING

The Rockingham County Board of Elections met Friday, May 20, 2022 at 5:00 pm at the Board of Elections Office, 240 Cherokee Camp Road, Reidsville.

Board Members Present: Ophelia Wright, Chair; Tom Schoolfield, Secretary; Nelson Cole, Member; Thurman Hampton, Member; and Sarah Totten, Member.

Staff Members Present: Paula Seamster, Director and Kathy Clark, Senior Deputy Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 5:00 pm by Chair Wright.

Chair Wright welcomed the Board members and those that were viewing the meeting from their homes.

ITEM #2 – APPROVAL OF AGENDA

Secretary Schoolfield moved, seconded by Member Cole to approve the agenda. The motion carried unanimously.

ITEM #3 – ABSENTEES

The Director reported that there were 6 absentee ballots to be reviewed.

The Board began to review, open, and insert into the DS 200 the 6 absentee ballots that had been received into the office, date stamped when received, and the ballot envelopes were reviewed by staff to make sure the requirements were met for eligibility.

Member Cole moved, seconded by Member Hampton to approve the 6 absentee ballots that were received. The motion carried unanimously.

ITEM #3 – PROVISIONAL BALLOTS

The following provisional ballots were presented to the Board for approval or disapproval:

9 Provisional ballots for individuals that wanted to vote a different party affiliation than they were registered

Staff recommended that these provisional ballots not be approved.

The Board reviewed the 9 provisional ballots.

Member Hampton moved, seconded by Member Totten to disapprove the 9 provisional ballots received for individuals that wanted to vote a different party affiliation than they were registered. The motion carried unanimously.

11 Provisional ballots for individuals that were not registered voters in Rockingham County. Staff recommended that these provisional ballots not be approved.

The Board reviewed the 11 provisional ballots.

BOARD MEETING MINUTES

May 20, 2022 – 5:00 PM

ABSENTEE MEETING

Member Cole moved, seconded by Secretary Schoolfield to disapprove the 11 provisional ballots received for individuals that were not registered voters in Rockingham County. The motion carried unanimously.

1 Provisional ballot for an individual that tried to vote but there was a computer error at the precinct.

Staff recommended that these provisional ballots be approved.

The Board reviewed the 1 provisional ballot.

Member Cole moved, seconded by Member Totten to approve the 1 provisional ballot received for an individual that tried to vote but was not able to due to a computer error. The motion carried unanimously.

3 Provisional ballots for individuals that should have been allowed to vote. The envelopes stated that they were not registered or wanted to vote on a different party affiliation than how they were registered however these individuals were registered and the one that stated he or she had a different party affiliation was registered unaffiliated.

Staff recommended that these provisional ballots be approved.

The Board reviewed the 3 provisional ballots.

Secretary Schoolfield moved, seconded by Member Hampton to approve the 3 provisional ballots for individuals that should have been allowed to vote. The motion carried unanimously.

7 Provisional ballots for individuals that were not allowed to vote due to party affiliation in the SEIMS system. Staff reviewed DMV provisional records and found 7 of the provisional ballots party affiliations were changed at the DMV but never made it into the SEIMS system.

Staff recommended that these provisional ballots be approved.

The Board reviewed the 7 provisional ballots.

Member Hampton moved, seconded by Member Cole to approve the 7 provisional ballots where their party affiliations had been changed at the DMV. The motion carried unanimously.

11 Provisional ballots for individuals that were not registered in the SEIMS system. Staff reviewed DMV provisional records and found 11 of the provisional ballots were registered through the DMV but never made it into the SEIMS system.

Staff recommended that these provisional ballots be approved.

The Board reviewed the 11 provisional ballots.

Member Totten moved, seconded by Member Cole to approve the 11 provisional ballots where they were registered at the DMV but were not received by the Board of Elections. The motion carried unanimously.

BOARD MEETING MINUTES

May 20, 2022 – 5:00 PM

ABSENTEE MEETING

41 Provisional ballots for individuals that voted out of precinct. The Director read from the provisional ballot instructions “1.5 Incorrect Precinct. If a voter submits a Provisional Voting Application simply because he or she presented in a precinct other than his or her proper precinct, the county board should approve the application and count all votes cast in contests for which the voter is eligible.”

Staff recommended that these provisional ballots be approved.

The Board reviewed the 41 provisional ballots.

Member Hampton moved, seconded by Member Cole to approve the 41 provisional ballots for individuals that voted out of precinct. The motion carried unanimously.

The Board proceeded to open the provisional ballots that the Board approved to confirm that there were ballots inside. The Board members inserted the ballots into the DS-200 voting machine.

ITEM #4 – ADJOURNMENT

At 6:13 p.m. Member Cole, seconded by Member Totten to adjourn. The motion carried unanimously.

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

**BOARD MEETING MINUTES
MAY 27, 2022 – 11:00 AM
CANVASS MEETING**

The Rockingham County Board of Elections met Friday, May 27, 2022 at 11:00 am at the Board of Elections Office, 240 Cherokee Camp Road, and Reidsville.

Board Members Present: Ophelia Wright, Chair; Tom Schoolfield, Secretary; Nelson Cole, Member; Thurman Hampton, Member; and Sarah Totten, Member.

Staff Members Present: Paula Seamster, Director and Kathy Clark, Senior Deputy Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 11:00 am by Chair Wright.

Chair Wright welcomed the Board members and those that were viewing the meeting from their homes.

ITEM #2 – APPROVAL OF AGENDA

Member Cole moved, seconded by Member Hampton to approve the agenda. The motion carried unanimously.

ITEM #3 – CANVASS

The Director informed the Board that the ATVs (Authorization to Vote) matched the number of ballots. There were 10,990 ballots cast before the provisional and absentee ballots from the last meeting on Friday, May 20, 2022 and now there are 11,059 ballots cast. One-Stop (Early) Voting – 4,617 ballots; Absentee Mail-In – 79 ballots; Election Day – 6,300; and Provisionals – 63 ballots. The Board was presented with the Absentee Abstract prior to Election Day, Supplemental Absentee Abstract form with the total of absentee mail-ins and provisional ballots cast for each candidate received Election Day and after, Abstract of Votes for Rockingham County, NC form, May 17, 2022 Primary Election Results by Precinct by Precinct form, and the May 17, 2022 Primary Election Results by Contest form and asked for approval from the Board on all of these forms.

Member Hampton moved, seconded by Member Totten to approve the Absentee Abstract prior to Election Day, Supplemental Absentee Abstract form with the total of absentee mail-ins and provisional ballots cast for each candidate received Election Day and after, Abstract of Votes for Rockingham County, NC form, May 17, 2022 Primary Election Results by Precinct form, and the May 17, 2022 Primary Election Results by Contest form. The motion carried unanimously.

ITEM #4 – ADJOURNMENT

At 11:12 a.m. **Member Totten, seconded by Member Hampton to adjourn. The motion carried unanimously.**

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table with columns for expense type, amount, and department, which is used to illustrate the process of cost allocation. The document also discusses the importance of proper documentation for all expenses, including receipts and invoices, to support the entries in the financial records.

The third part of the document addresses the issue of depreciation and amortization. It explains how to calculate the depreciation of fixed assets and the amortization of intangible assets, and how to record these calculations in the financial statements. This section includes a table with columns for asset type, cost, useful life, and depreciation expense, which is used to illustrate the process of calculating depreciation. The document also discusses the importance of reviewing and updating the depreciation schedule regularly to reflect changes in asset values and useful lives.

The fourth part of the document discusses the preparation of financial statements. It explains how to use the data from the previous sections to prepare the income statement, balance sheet, and cash flow statement. This section includes a table with columns for statement type, period, and amount, which is used to illustrate the process of preparing financial statements. The document also discusses the importance of reviewing and auditing the financial statements to ensure their accuracy and reliability.

The fifth and final part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.