



ROCKINGHAM COUNTY

BOARD OF ELECTIONS

Agenda

Regular Meeting
February 21, 2023 @ 10:00 a.m.

Rockingham County Board of Elections Office
240 Cherokee Camp Road
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 – Dr. Travis McGuirt
Calvary Baptist Church - Reidsville
4. Approval of Agenda
5. Approval of Board Minutes
 - a. January 17, 2023 Regular Meeting Minutes
6. Public Comments
7. Director's Update Paula Seamster
 - a. Municipal Elections
 - b. Budget Calendar
 - c. Board of Elections Office Redesign
8. Adjournment

**BOARD MEETING MINUTES
JANUARY 17, 2023 – 10:00 AM
REGULAR MEETING**

The Rockingham County Board of Elections met Tuesday, January 17, 2023 at 10:00 a.m. at the Commissioners Chambers.

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

Staff Members Present: Paula Seamster, Director.

ITEM #1 – MEETING CALLED TO ORDER

The Board meeting was called to order at 10:00 a.m. by Chair Wright. Chair Wright welcomed the Board members and the guests that were present.

ITEM #2 – PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Member Totten.

ITEM #3 – INVOCATION

Invocation was given by Rev. Wes Pitts, First Presbyterian Church in Reidsville, NC.

ITEM #4 – APPROVAL OF THE AGENDA

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

ITEM #5 – APPROVAL OF MINUTES

Secretary Schoolfield moved, seconded by Member Hampton to approve the December 20, 2022 Regular Meeting Minutes. The motion carried unanimously.

ITEM #6 – PUBLIC COMMENTS

No one signed up for Public Comments.

ITEM #7 – VOTER EDUCATION

Member Hampton stated that he and Secretary Schoolfield had met and discussed several items. He stated that the Board of Elections has information that not a lot of others have in the county as it related to voters and he thought this information would be valuable to the political parties, individual candidates. He added that the challenge would be how to get the information out to those groups and individuals. Member Hampton stated that it had been discussed on how to get the parties to meet with the Board of Elections, the general public would be included, in order to get information out. He stated that a lot of the information that the Board of Elections has would help individual candidates to decide how to spend their campaign dollars, where the focus on their “get out to vote” effort. Member Hampton stated that he and Secretary Schoolfield would like to meet with Roy Sawyers who is the videographer for Rockingham County to provide certain services. He hoped to work with Mr. Sawyers to be able to develop presentations that could be put out to the public in various formats. Member Hampton asked the Director to arrange a meeting with Secretary Schoolfield, himself, and Mr. Sawyers. He hoped to be able to give the Board more concrete information by the next meeting.

Secretary Schoolfield stated that from the data that was reviewed during the last meeting only 54.7% of the registered voters turned out, there was a variation between the best and the worst precincts in

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most of the categories. He stated that he and Member Hampton think it would be best to look at the worst precincts and the best precincts to see what the differences are. Secretary Schoolfield stated that he talked with the Director on how to develop the profile so that this information could be discussed with Mr. Sawyers on how to reach the population in those precincts that would help to increase voter turnout. Secretary Schoolfield stated that he thought the goal for voter turnout should be 75 to 80% turnout rather than 54.7%.

Chair Wright stated that she appreciated the efforts to get the voters to turnout and she looked forward to hearing what Secretary Schoolfield and Member Hampton has to offer. She asked if Member Hampton and Secretary Schoolfield had made contact with Mr. Sawyers. Member Hampton responded that contact would be made after the meeting.

Chair Wright asked if anyone else from the Board had any other questions or comments.

Member Cole stated that he felt the Board was on the right track and that there was a great opportunity to improve voter turnout.

ITEM #8 – DIRECTOR’S UPDATE

Board of Elections Office Operations

The Director stated that she has had a few people to come by the office or call to office and ask what staff was doing since there was no primary election this year. She went through a list of some things that the Board of Elections staff does on a regular basis, whether there is a primary election or not: there are bi-weekly meetings with the State Board of Elections, prepare for training of new and current election officials, revamping a new training manual for the precinct officials, orientations for new prospective precinct officials, in process of purchasing new ADA voting machines, ordering replacement inventory to replace what was used during the election, restocking the precinct cages, inventory of capital assets, still filing information from the previous election, developing a training room for precinct officials, answering public records requests, answering the telephones, processing monthly reports that are required from the State Board such as deceased voters, felony voters, just went through the biennial report where 3,789 voter cards were printed and mailed out and those cards are required to be received back in the office within 30 days. The Director stated that the work at the Board of Elections does not stop just because there is not a primary election. She stated that campaign finance is still being processed, voter education, registration drives, preparing for the NCADE conference that will be held in March. The Director stated that the NVRA reports have to be done as well as other things.

Member Totten asked if there was any additional information regarding the empty office space next to the Board of Elections office. The Director responded she did not think anything was going to be done with that space until the spring. She stated that the county manager and the director of engineering did come down and look at the Board of Elections Workshop as well as the old HELP, Inc. workspace last week and they said they would take the Board’s suggestion into consideration.

Secretary Schoolfield asked what prompted the over 3,000 registration cards to go out. The Director responded that this is a required report that has to be processed through the State Board of Elections. Secretary Schoolfield stated that some kind of action triggers this and the staff did not just pick 3,000 individuals to send cards to. The Director responded no, this process is performed twice a year.

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Secretary Schoolfield stated that the other thing was with campaign finance reporting and he wanted to know if there were any issues with campaign finance or any late reports because the campaign has been over for a long time. The Director responded that campaign finance still goes on, quarterly reports still have to be sent in even though there is not an election on monies that are received or expended. She stated that letters are sent out reminding candidates that the campaign finance reports are due and so far everyone has turned the reports in on time. Secretary Schoolfield stated that there were 30 candidates and 30 campaign finance reports that have to be sent in and those reports have to be balanced and checked out and he wanted to know if there were any problems with those reports. The Director responded that there were a few that had to be sent back to the candidates for amendments and some had been completed and others staff was still waiting on.

Member Totten asked if candidates were still receiving monies for future elections. The Director responded yes, some candidates have closed their campaign finance with zero balances, some have moved their account to the Inactive status, while others have kept their campaign finance accounts open.

Municipal Elections

The Director stated that the Board of Elections had been receiving telephone calls regarding when candidate filing would be held for the municipal election and the tentative dates for filing will start Friday, July 7th at noon through Friday, July 21st at noon and the Municipal Election will be held on November 7th and there will be an early voting period prior to election day. She stated that the Board of Elections had not received the calendar for elections from the State Board of Elections as of yet. The Director hoped to have more information on the Municipal Election at the next regular board meeting.

Chair Wright asked the Director if she had received all of the Municipal contracts back. The Director responded no, one contract had been returned and one was going to be brought to the office this week. The Director continued by saying that she was not sure when the municipalities had their monthly meetings. She added that all of the municipalities received their estimated costs for the municipal election so they would be able to prepare for their budgets for the next fiscal year.

Chair Wright asked if the Board Members had any questions that the Director could bring back to the next meeting. Chair Wright stated that the Board was approaching budget time and the Board Members might want to think about a date to meet. The Director stated that the Board of Commissioners would be presented with the Budget Calendar at the Board of Commissioners meeting tonight.

Secretary Schoolfield stated that he and Member Hampton had some discussions and maybe some others on making a formal request for the Help, Inc. office space and he asked the Director where this stood. The Director responded that she received the last bit of information prior to the meeting and if the Board wanted her to compile the list and send it in she could do that. Secretary Schoolfield stated that he personally felt that the Board needed to make a request to the county manager. He stated that he understood that the Director has presented that information but he thought it would be good to have a letter sent from the Board with the reasons and the benefits for the Board of Elections and for the County.

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Member Totten stated that the Board members had given the Director the pros and cons and the Director should present the information to the commissioners whoever would be making the final decision. Secretary Schoolfield responded that it would be helpful to do that and it would be good to go to the county manager for review before presenting it to the board of commissioners. Member Totten asked if this decision would be made during the early part of spring. The Director responded yes.

Secretary Schoolfield asked if this needed to be made in a form of a motion. Chair Wright responded that she sensed that the county manager was conferring with the Director concerning the whole matter and she wanted the county manager to know that the Board of Elections did have pros and cons concerning the use of that building. She thought the Board needed to hold off sending the letter for a little bit before approaching the commissioners, she wanted to follow the county manager's lead. Secretary Schoolfield wanted to know what the cons were. The Director responded that the cons were if someone else were to go into that building. Chair Wright responded that one of the cons was parking congestion during early voting.

Chair Wright asked Secretary Schoolfield if he would make a suggestion on when the Board should move forward. Secretary Schoolfield stated it was always best to share soon. He added that he knew the commissioners would have to weigh the benefits for the different departments because the Board of Elections was not the only department that the County has. Secretary Schoolfield stated that if the Board was ready the letter needed to be sent and to not wait until next month. Chair Wright stated that the Director could compile the list and share with the Board members and then the Board could decide to allow the Director to have that discussion with the county manager and then let the county manager know that the Board of Elections would like to share the information with the commissioners as well.

ITEM #9 – ADJOURNMENT

At 10:27 a.m. **Member Cole moved, seconded by Secretary Schoolfield to adjourn. The motion carried unanimously.**

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

Draft 23-24 RCS Traditional Calendar

12.13.22, 1.9.23

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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8-31 Kindergarten Only TWD

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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30					3	8

*Remote day for election sites if needed

-  Mandated Workday -14
-  Optional Teacher Workday -5
-  Annual Leave Day -10
-  Holiday -11
-  Early Release - PD -5
-  Protected Early Release -3

- 1st Quarter 10/27/23
- 2nd Quarter 1/19/24
- 3rd Quarter 3/28/24
- 4th Quarter 6/5/24

BUDGET CALENDAR

FISCAL YEAR 2023/24

January

Prepare salary and benefits projections and revenue/expense forecast.

February 10th at 2:30 pm

Board of Commissioners' Retreat. Strategic planning discussed, financial forecast presented, and budget priorities discussed.

February 13th

Distribute budget packets to departments.

February 14th

Departments attend budget preparation workshops. Review process and learn/refresh tools on how to submit a proper budget.

March 10th

Deadline for submission of budget requests, including revenue projections and backup documentation.

March/April

Management team review of departmental requests and begin recommendations.

April 10th – April 14th

Complete departmental/agency budget meetings with County Manager and Budget/Finance staff as needed.

Late April

Finalize outstanding budget decisions and begin writing County Manager's Budget Message.

April 28th

Return revised budgets to departments for review.

May 12th

Manager's Recommended Budget and Budget Message given to Board of Commissioners. File copy with Clerk and advertise that budget is available for public inspection.

May 15th

Manager Recommended Budget overview at regular board meeting.

Week of May 22nd – 26th

Hold workshop to review and/or amend Recommended Budget and YTD performance data as necessary.

June 5th

Budget public hearing at regular Board of Commissioner meeting.

June

Additional budget workshops with Board of Commissioners (as needed).

June 30th

Budget adoption deadline (may be adopted the day of the public hearing or any time following).