ROCKINGHAM COUNTY
BOARD OF ELECTIONS

Agenda

Regular Meeting
April 18, 2023 @ 10:00 a.m.

Rockingham County Governmental Center
371 NC 65
Reidsville, NC 27320

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 – Melanie Harrington
   Matrimony Precinct Official

3. Invocation – Pastor Mickey Alcorn
   Bible Baptist Church - Reidsville

4. Approval of Agenda

5. Approval of Board Minutes
   a. March 21, 2023 Regular Meeting Minutes

6. Public Comments

7. Voter Education and Information — Member Hampton/ Secretary Schoolfield

8. Request for Budget Revision — Paula Seamster

9. Director's Update — Paula Seamster
   a. Municipal Elections
      - Candidate Filing for Municipal Elections will begin on Friday, July 7th at 12:00 p.m. (noon) and end on Friday, July 21st at 12:00 p.m. (noon).
      - Friday, October 6th – Absentee ballots start being mailed out.
      - Friday, October 13th – Voter registration deadline
      - Thursday, October 19th – One-Stop (Early) Voting begins at 8:00 a.m.

- Tuesday, October 31st - Last day to request an Absentee ballot
- Saturday, November 4th – One-Stop (Early) Voting ends at 3:00 p.m.
- Tuesday, November 7th – Election Day. Polls open at 6:30 a.m. and close at 7:30 p.m.
- Friday, November 17th – County Canvass
- Tuesday, November 28th – State Canvass

b. Events/ Speaking Engagements

10. Adjournment

BOARD MEETING MINUTES
MARCH 21, 2023 – 10:00 AM
REGULAR MEETING

The Rockingham County Board of Elections met Tuesday, March 21, 2023 at 10:00 a.m. at the Rockingham County Governmental Center Commissioners Chambers.

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

Staff Members Present: Paula Seamster, Director.

ITEM #1 – MEETING CALLED TO ORDER
Chair Wright called the Board meeting to order at 10:00 a.m. Chair Wright welcomed the Board members and the guests that were present and those online.

ITEM #2 – PLEDGE OF ALLEGIANCE
Pledge of Allegiance was led by Gene McDuffie, Eden 1 Precinct Official.

ITEM #3 – INVOCATION
Invocation was given by Pastor Dennis Clements, First Baptist Church of Draper in Eden, NC.

ITEM #4 – APPROVAL OF THE AGENDA
Member Totten moved, seconded by Member Cole to approve the agenda. The motion carried unanimously.

ITEM #5 – APPROVAL OF MINUTES
Member Totten moved, seconded by Member Hampton to approve the February 21, 2023 Regular Meeting Minutes, the February 21, 2023 Budget Meeting Minutes, and the March 7, 2023 Budget Meeting Minutes. The motion carried unanimously.

ITEM #6 – PUBLIC COMMENTS
With no one signed in, Chair Wright closed Public Comments.

ITEM #7 – VOTER EDUCATION AND INFORMATION
Member Hampton stated that he and Secretary Schoolfield met with the Elections Director as well as Roy Sawyers and Mike Moore about engaging the community in voter education and information activities. He added that about ½ dozen activities have been identified that could be recorded and uploaded to various social media sites. Member Hampton stated that a calendar was being put together that will list all the events that are planned. He stated that the Director would give some of the events that have been scheduled so far. Member Hampton stated that Elections has about $3000 that can be spent between now and the end of June.

Chair Wright asked the Board if they had any questions for Member Hampton and Secretary Schoolfield. There were no questions. Chair Wright thanked Member Hampton and Secretary Schoolfield for their update and looked forward to more information that would be provided to the public and she added "That Every Vote Counts".

BOARD MEETING MINUTES
MARCH 21, 2023 – 10:00 AM
REGULAR MEETING

ITEM #8 – DIRECTOR'S UPDATE

a. FY 2023-2024 Budget

The Director stated that the Board of Elections approved the FY 2023-2024 Budget on March 7, 2023 and the budget was submitted to County Management on the same day. She informed the Board that a copy was placed at their seats for their review. From now through April, the Management Team will review the department requests and begin making recommendations. April 10th – April 14th departments may be asked to meet with the County Manager and Budget/Finance staff if needed. In late April, the County Manager will begin writing his Budget Message. On April 28th the departments will receive their revised budgets for review. On May 12th, the County Manager will present the Manager's recommended budget and budget message to the Board of Commissioners. The Manager will go over the recommended budget at the regular board meeting on May 15th. The week of May 22nd through 26th workshops will be held to review and/or amend the recommended budget. On June 5th, the Board of Commissioners will hold a public hearing on the budget at its regular meeting. June 30th is the Budget adoption deadline. The Director informed the Board that all of these dates were included in the Board packet. She asked if there were any questions on the budget.

b. Municipal Elections/Contracts

The Director informed the Board that Candidate Filing for Municipal Elections would begin on Friday, July 7th at 12:00 p.m. (noon) and end on Friday, July 21st at 12:00 p.m. (noon) and she listed the offices that would be on the ballot for the Municipal Elections:

City of Eden: Ward 1, Ward 2, Ward 6, and Ward 7 Council seats
Town of Madison: Mayor, 3 Alderman seats
Town of Mayodan: Mayor, 3 Council seats
City of Reidsville: District A – 2 Council seats, District B – 2 Council seats
Town of Stoneville: Mayor, 3 Council seats
Town of Wentworth: 3 Council seats

The Director stated that she put a map on the Board of Elections website that shows the state, if a citizen will click on the Rockingham County area, they will see the offices that will be on the ballot this fall. The State Board of Elections had worked on this for the past month.
Friday, October 6th – Absentee ballots must be available to start being mailed out.
Friday, October 13th – Voter registration deadline
Thursday, October 19th – One-Stop (Early) Voting begins at 8:00 a.m. and ends on Saturday, November 4th at 3:00 p.m.
Tuesday, October 31st - Last day to request an Absentee ballot
Tuesday, November 7th – Election Day. Polls open at 6:30 a.m. and close at 7:30 p.m.
Friday, November 17th – County Canvass at 11:00 a.m.
Tuesday, November 28th – State Canvass
The Director stated that all of these dates had been added to the Rockingham County calendar on the website and these will be put on the Board of Elections Facebook page, as the dates get closer. The Director asked if the Board had any questions on the dates for the Municipal Election. The Director informed the Board that all 6 municipal contracts had been received.

c. Events/Speaking Engagements

The Director stated that staff had been busy trying to line up events.

- On **Wednesday, March 8th**, Kathy and Wendy attended the NCWorks Partnership and Collaboration Meeting at the NCWorks Building. Everyone at the meeting introduced themselves. Kathy and Wendy asked for assistance in finding precinct officials for the elections as well as ways to get information out to the public about upcoming elections. These meetings are held every other month. The Board of Elections will be able to share handouts, bookmarks, literature, etc. at these meetings. Staff would publicly like to thank Sheryl Stevens, Career Center Manager, for the invitation. They both said this was a very informative meeting.
- On **Saturday, April 15th** from 9:00 a.m. to 3:00 a.m. the Board of Elections will have a tent set up at Johnson's Sporting Goods in Ruffin for their Spring Smalltown Craft Market. There will be crafts, food trucks, and vendors set up. Precinct officials Clara Chappell and Deborah Moore will be there representing the Board of Elections.
- Also on **Saturday, April 15th** from 12:00 p.m. to 5:00 p.m. the Board of Elections will have a tent set up at The Boulevard Food Truck Rodeo in Eden. This is a fundraiser to raise money for a student at Morehead High School that has cancer. Precinct Officials Gail Turner and Pam Kendrick will be there representing the Board of Elections.
- On **Saturday, April 22** from 10:00 am. to 5:00 p.m. the Board of Elections will have a tent set up at the Spring Into Madison Festival. There will be music, food, vendors, and artisans set up. Precinct Officials Glenda Davis and Glenda Pritchard will be there representing the Board of Elections.
- On **Saturday, May 13th** from 1:00 p.m. to 9:00 p.m. the Board of Elections will have a tent set up at the Creative Vision Hair & Beauty Expo at the Camaleon Event Center located at 201 East Meadow Road in Eden. There will be exhibits, education booths, vendors, music, food trucks, and a bike show. Staff is in the process of lining up precinct officials to represent the Board of Elections at this event.
- On **Monday, May 22nd** the Director of Elections has been asked to speak at the Reidsville Rotary Club Meeting at Monterey's in Reidsville.

The Director stated that during these events she hoped to post them live on the Board of Elections Facebook page. At these tents there will be voter registration applications, precinct official applications, election information, etc. She asked if the Board had any questions about the Events or Speaking Engagements.

d. Precinct Officials Spotlights

The Director stated that the Board of Elections has started spotlighting our HEROS, the precinct officials that make our elections possible. Please check out our Facebook page, Board of Elections Rockingham County. So far, we have spotlighted Marilyn Watkins from the Moss Street Precinct at Zion Baptist Church, Roger Shelton from the Southeast Precinct at Williamsburg Elementary, and Pattie Bumpus, new precinct official for the New Bethel Precinct at Sharon Baptist Church. We will be conducting more of these spotlights so please keep an eye on our Facebook page. We will also be posting when we are planning to attend events as well as posting pictures of these event so be on the lookout. The Director stated that both of the men that were here today, leading the

Pledge of Allegiance and the Invocation (Gene McDuffie and Pastor Dennis Clements) are precinct officials and she stated that they are heroes and the First Baptist Church of Draper is one of the precincts. She stated that without the precinct officials the elections would not be possible.

Chair Wright thanked Pastor Dennis Clements and Gene McDuffie for their service and for getting the information out to the voters. She stated again "Every Vote Counts".

e. Board of Elections Awning

The Director stated that the Board of Elections office would be getting a facelift within the next few weeks. An awning will be installed at the front entrance to help prevent our visitors from getting wet while they are coming into our building. She stated that the purchase order was issued to Engineering last Thursday or Friday. The Director thanked the County Manager and County Commissioners for approval of the awning installation.

f. Orientation Manual for Candidates

The Director stated that the Board of Elections has been working on a manual to give to the candidates and political parties that will explain all the different aspects of elections from dates to remember, campaign finance, campaign signs, absentee voting, election day voting, election night, canvass, official results, etc. The manual is 45 pages long. The Director stated that an email was sent out to the political party chairs inviting them to a meeting at the Board of Elections office to go over this orientation manual. A copy of the Orientation Manual for Candidates was provided to each Board member so they will be able to answer any questions that they may be asked. The Director asked the Board if there were any questions.

g. Election Training Manual

The Director stated that the Board of Elections staff has been working on a main Election Training Manual that is about 250 pages that covers everything about elections that will be put in a flexible notebook for all the precinct officials. Then for each special elections such as the municipal and primary elections, the precinct officials will receive supplemental paperwork on the different aspect of that particular election. We are very excited about this manual. We have been working on this manual for over 3 months.

Member Hampton asked if training had been scheduled for precinct officials that will be using this manual. The Director responded that training had not been scheduled as of yet but training will be scheduled for this.

h. NCADE Spring Conference

The Director stated that the staff of the Board of Elections would be attending the NCADE Spring Conference in New Bern, NC starting Sunday, March 26th through Tuesday, March 28th. We will have two precinct officials in the office to cover for staff. The director will have access to emails and will be able to take necessary calls from the Board of Elections office.

i. New ADA Voting Machines

The Director informed the Board that she received a telephone call from Printelect to inform me that the new ADA voting machines were ready for shipment and she received a telephone call yesterday letting her know that the voting machines will be delivered today. She stated that Printelect would schedule training for the new voting machines. The Director added that once the manual is received back from the printers the training for the manuals will be scheduled next. She stated that she was excited about the new machines because they weigh a lot less than the Automark machines that these machines will be available to help with curbside voting as well.

The Director stated that she had been asked to give an update on the renovations in the Board of Elections office and those renovations have not started as of yet. There is a lot of work going on throughout the county and Maintenance is being pulled in so many different directions with probably six or eight projects right now. As Maintenance has time, they are working on the office space next to the Board of Elections office and hopefully while they are doing that work, they will be able to come into the Board of Elections office to tear the walls out and build the two short walls. The Director stated that there were many good things happening.

Chair Wright thanked the Director for the updates and stated that she would keep those in mind because "Every Vote Counts".

ITEM #9 – CLOSED SESSION

Member Cole moved, seconded by Member Totten to go into closed session to consider the compensation, terms of appointment and performance of an individual public officer (NCGS 143-318.11(a)(6)).

Member Cole moved, seconded by Member Totten to go back into regular session. The motion carried unanimously.

ITEM #10 – ADJOURNMENT

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

Respectfully submitted,

Paula P. Seamster, Director

Ophelia Wright, Chair

ROCKINGHAM COUNTY
REQUEST FOR BUDGET REVISION

Department	Date of Request	Budget Year	Doc. #
Board of Elections	04/13/2023	22-23	Group #

Fund	Dept.	Act.	Obj.	Account Name	Increase Revenue	Decrease Revenue	Increase Expenditure	Decrease Expenditure
110	1910	412	6010	General Supplies			9750	
110	1910	412	5015	Printing				9750
Department Approval					0	0	9750	9750
							OK	0

Explanation:

BOE needs to replace the 65 Precinct Printers. Initially this request was put in the 2023-2024 budget. BOE would like to reduce the 110-1910-412.5015 (Printing) line item by $9,750 and increase the 110.1910.412.6010 (General Supplies) to purchase the printers in this fiscal year.

Each printer is estimated to cost $150.00.

- ◯ Budget change has been approved by Budget Officer and will be reported to Board
- ◯ Budget change has been reviewed by Budget Officer and should be submitted to Clerk to Board
- ◯ Budget Change has been reviewed and will be submitted by Budget Officer at next regular meeting

Date Keyed

Budget Officer Approval

Date reported to Board

Date approved by Board