

**Buncombe County Board of Elections**  
**Asheville/Buncombe County Board of Elections**

**Monitor Name:** Elaine and George Elam and Aiden Carson in person

**Date & Time:** October 24, 2023 5:30 PM

**Names of Board Members Attending:**

Jake Quinn, Chairman

Steven Aceto, Board Member

Glen Shults, Secretary (virtual)

Mary Ann Braine, Board Member

Sally Stein: Board Member

**Names of Buncombe Co Staff Attending:** Corrine Duncan, Director; Neggy Fox, Deputy Director; Justin Tate, Absentee Coordinator; Devin Whitney, Elections Technical Specialist; Anna Katherine Moore, Administrative Coordinator and Clerk to the Board; Karen Rae, Elections Coordinator

**Location of Meeting:** 59 Woodfin Place, Asheville NC

**Observers:**

At least 10 observers and 3 from LWVAB.

Two observed the meeting virtually.

**Agenda Items**

I. **Minutes** from October 17 meeting approved unanimously

**II. Office Updates: Corrine Duncan**

- Ryan Oliver is the new warehouse manager. He has 6 years' experience with the BOE in Jackson County.
- Early Voting for the municipal elections is finished
- There were no problems with Photo ID or Express Vote
- Election Day training is complete
- October 31 is the last day to request an Absentee Ballot
- Election Services collected 2,000 pounds of food for MANNA Food Bank
- Jake shared that the county has posted a tool that allows users to view layers on the proposed redistricting maps, so current maps can be compared with the two proposed maps. On the news and info section of the Election Services website, find the article on maps, upper left icon "layers". Find current and proposed maps and precinct boundaries. The county GIS dept developed it. The SBOE does not have this yet.

**III. Absentee Ballot Review: Justin Tate**

- There was one cured ballot (originally unsigned but now fixed)
- There were 4 ballots with exception affidavits that met the criteria to be approved. One ballot fell outside the criteria and required the Board to review. (It would take a unanimous Board vote to reject the ballot, per Numbered memo 2020-25 page 8.) The exception affidavit presented for review: the voter was not able to include a photocopy of their driver's license but included the DL number.
- A discussion ensued about the proper way to handle exception affidavits going forward, since this is a new step added to procedures. The Board considered whether a resolution was needed and considered the procedural flow and its impact on Absentee Ballot review. They decided a resolution would be appropriate to move the affidavit from pending to accepted status, and that the resolution could cover a batch of them at a time.
- The Chair moved to approve the exception affidavit and it was passed unanimously.
- 5 Absentee Ballots were reviewed by the Board and were approved unanimously.

#### **IV. UOCAVA Ballot Duplication Resolution: Corinne Duncan**

- Corinne presented the Board with the wording of a resolution to allow staff to duplicate UOCAVA Ballots outside of Board meetings. The wording included other times when duplication is needed (for example, when a ballot is damaged). The resolution was approved 5/0.

#### **V. Write-in Tally Resolution: Devin Whitney**

- Devin presented a flowchart of the process used to handle write-in voted. He noted that the Express Vote makes things a little easier since it places the write-ins in the proper precinct. The proposed resolution covers only the "Board Determines Intent" step of the process (Write in and tally resolution #2023-06). Staff will bring only cases where the staff has not been able to determine intent. There will be a report of write-in results provided to the Board. The resolution was approved 5/0.

#### **VI. Director Delegation Resolution: Corinne Duncan**

- Corinne presented the Board with a proposed resolution covering delegation of duties from the Board to the Director.
- Discussion ensued regarding items to be added or modified.

- Ms. Stein asked that “Continuous Quality Improvement” be incorporated into the resolution.
- There was discussion of the difference between the Director’s job description and the delegation resolution.
- Corrine stated the statute 163.33+ was the guiding law.
- Corinne noted that she had learned that her job description was under review by the County. Chairman Quin stated that her job description was for the Board to write and stated he would contact county staff about the matter.
- Mr. Aceto said that the resolution deals only with duties that are defined by statute as pertaining to the Board and are to be delegated to the Director. He mentioned statutes 163.35D, 163.33, and 163.33.14. CQI should properly be put in the job description.
- Mr. Aceto listed several duties that should be added to the resolution, such as accountability for confidentiality of records and authority to access voting machines and records.
- Mr. Aceto asked whether the Board has any bylaws to govern how their meetings are conducted (for instance, whether a second is needed for a resolution). Chairman Quinn wondered if other BOEs in the state have them (Buncombe does not).
- Ms. Braine questioned wording in the proposed resolution pertaining to attendance at trainings and workshops by staff. It was agreed that that was an item that should go instead in the job description.
- Mr. Shults referenced wording about the Director assisting the Board with defining and rearranging precincts.
- Chairman Quinn asked for an updated resolution at a future Board meeting.

## **VII. Election Night Accounting Journal Orientation: Karen Rae**

- Ms. Rae presented the new Election Night Accounting Journal which is to be filled out by judges at each voting site on Election Night.
- It lays out important steps for judges, satisfies chain of custody form, and helps account for all used and unused ballots. It covers the NC administration code chapter 10.
- She reviewed the document page by page and explained how the judges should fill it out.
- Procedures include documentation of equipment and ballot pickup, tasks to be done on the day before the Election, review of emergency procedures, verifications to be done on Election Day before opening, collection of certain numbers throughout the day, and poll closing procedures.

**VIII. Next Meeting Date:**  
**October 31 at 5:30 pm**  
**Location: 59 Woodfin Place**