

MINUTES OF JANUARY 15, 2014 8:15 AM MEETING

CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Secretary Cheney, Member Palmer, Director Brewer, and Assistant County Manager Dewey Harris are in attendance.

Brewer presented the resignation of Rebecca Buff.

Upon recommendation of Chairman Hood, the Board moved into Closed Session pursuant to North Carolina General Statutes 143-318.11(a)(6) to discuss personnel issues. The board took no action upon returning to Open Session.

The Board recognized the pending retirement of Larry Brewer effective March 1, 2014 and resignation of Rebecca Buff effective February 7, 2014. Board will immediately begin the process of filling the Director's position and staff member position, utilizing the county's HR Department. Dewey Harris will ask the HR Department to solicit resumes for eventual action by the Board in selecting persons to fill the positions. Brewer and the HR Department will process the applications for the staff position and the Board will interview the top three applicants. The Board, with the assistance of the HR Department, will handle all applicants for the Director's position.

The Board reviewed the new absentee ballot request form that will be required starting with the May Primary.

Filing for 2014 election will begin at noon on February 10th and end at noon on February 28th.

The Board discussed the One Stop site plan for 2014 Primary. The Board finalized the locations and times for each of the four sites. The Board unanimously approved the one-stop plan and a copy is attached. Brewer reported that a scheduling conflict in the use of the Highland Recreation Center for Primary has been worked out.

Brewer will submit the budget to Budget Office by January 31st. It will include \$7,000 for additional help in the office for the General Election and five one-stop sites in order to fulfill the required 460 hours.

Conover Station will be considered for the 5th one-stop site for the General Election.

The Board discussed the possibility of having a second primary election. If only state or county offices will be on the ballot, the 2nd Primary will be conducted on June 24th and if a federal office is on the ballot, the date will be July 15th.

The meeting was adjourned at 9:30 am.

Respectfully submitted,

Barry Cheney, Secretary

Proceedings during closed session:

Chairman Hood discussed another meeting he had with Rebecca Buff. She expressed ambivalence about her decision to leave without applying for the Director's position.

On Feb. 18th, HR will interview 5 applicants for open staff position.

Tentatively, we will interview applicants for Directorship on Thurs. Feb. 20th. Hood will check his schedule to confirm this.

MINUTES OF APRIL 15, 2014 8:30 AM

CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Dir. Duncan, in attendance. Chairman Hood participated via telephone.

Duncan: Thirty (30) absentee ballots mailed so far, two (2) by e-mail. Received 1 Military, 1 Civilian returned.

Training is progressing smoothly. Two classes yet to be held. A couple of people have not shown, may need to schedule 1 more class for them.

Testing of One Stop equipment is complete.

Was brought to attention of BOE, that Republican sample ballot has an error. There is no space between the name of Randall Isenhower and Kitty Barnes for the Board of Commissioners race. Ms. Barnes was informed of this, and does not have any problem with the ballot as printed. Board explained that iVotronic ballot will not have this issue, only printed ballots.

One (1) person has come in to office, concerned that One Stop voting was eliminated. Board clarified that this is not the case.

April 11th was last day to register or change registration. Notice was put in to papers.

Pat Hensley filed a petition with the State Board of Elections running for Unaffiliated for NC Senate in Catawba and Alexander counties. She brought in approx. 600 signatures.

Mike Barber running Unaffiliated for County Commissioner. Informed him that he needs approx. 4,000 signatures, has brought in approx. 150. Has until June to meet requirement.

Will begin setting up One Stop sites: Monday, 4/21 will set up Sherrils Ford and Mt. View. Tuesday will be Hickory, also training for Hickory and Mt. View workers. Wednesday, set up Newton, training for Newton and Sherrils Ford.

Meeting adjourned 8:45 AM.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF APRIL 22, 2014 8:15 AM

CATAWBA COUNTY BOARD OF ELECTIONS

Chmn. Hood, Sec. Cheney, Member Palmer, Dir. Duncan, in attendance.

John Scruggs called office. While delivering equipment to OS sites, a rack of iVotronic units fell off truck, struck him in the head. He said that he suffered "only a scratch". He was unable to lift them up because they are so heavy. Staff went to Hickory site to help. Duncan contacted Sarah Hunt for guidance. Will fill out incident report, John saw nurse practitioner downstairs. Board will contemplate contracting with AAA to deliver equipment. Duncan will get quote. Casing of one iVotronic was damaged.

Had difficulty getting transfer to accomplish at Mt. View. Duncan contacted SBOE, told everything is OK.

Duncan: Four absentee ballots were returned this week. One (1) was returned without voter's signature. New ballot was mailed out to voter.

Printelect visited office to review our ballots, OK'd. Apparently have a problem with some county's ballots.

Testing is complete. Computers and printers being prepared now.

Mountain View and Hickory sites conducting training today. Sherrils Ford and Newton tomorrow (4/23).

Campaign finance reports started yesterday. Deadline is April 28th, 2014.

SBOE received complaint regarding campaign signs not having "Paid for by..." in large enough type to be legible.

Board approved plan to shut down Hickory and Mt. View sites on Friday, leave Sherrils Ford until Saturday. Necessary since poll workers have not seen process on new equipment yet.

Meeting adjourned 8:37 AM.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF APRIL 29, 2014 8:15 AM

CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Dir. Duncan, in attendance. Chmn. Hood participated via phone. Member Palmer not present. Called to order 8:20 A.M.

Duncan: 133 CIV ballots have been mailed out, nine (9) returned so far. Four (4) were returned this week. One (1) was returned without voter's signature. New ballot was mailed out to voter with instructions for proper completion.

One Stop activity:	Newton	888	voters
	Highland	585	
	Mt. View	225	
	Sherrils Ford	117	

Joe Wyant came to office, inquiring why he had not been hired to work. Duncan informed him that the office had received reports of him telling people how to vote. He replied that he "only did that when someone asked him how to vote". He was told that this is not allowed.

Voter at Newton site complained that iVotronic "went black" before she had a chance to complete her vote. Poll worker was told to let voter vote again, to append voter record number with "-A". Duncan visited site, reviewed machine. Determined that voter did complete her selection. Therefore, Board will remove second ballot (-A) during canvass.

One (1) machine had a calibration issue at Highland site. Poll worker informed how to rectify this.

Voter came to office to register. She is living in campground split by Catawba and Burke counties. Office determined that her address is in Burke County, informed she must vote in Burke.

Everything is set for election day other than updating computers. This will be completed on Saturday after polls close.

Meeting adjourned 8:35 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF MAY 5, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Chmn. Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Called to order 4:55 P.M.

Duncan: Precincts 23, 24, 27, 30, 33 and 34 were issued three laptops, all other precincts were issued two.

One Stop totals: 4,637 voters. Turnout = 4.63%

One (1) voter claimed she was given wrong ballot at Newton site. Was allowed to vote by provisional ballot.

Machine that malfunctioned with 73 ballots was returned to office. Card was read, everything was determined to be correct.

Board reviewed absentee ballots. One (CIV-152) was returned without witness.

All equipment was delivered.

Meeting adjourned 5:35 P.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF MAY 13, 2014
MAY 6th PRIMARY CANVASS
CATAWBA COUNTY BOARD OF ELECTIONS

Chmn. Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. David Learner, candidate for D.A. Observed. Called to order 11:00 A.M.

Provisional ballots were reviewed. Fourteen (14) approved.
Thirteen (13) were not approved, due to voter not registered or didn't change party to match ballot requested.

Reviewed Supplemental absentee ballots (returned after day of election).
Five (5) were approved.
Thirteen (13) not approved.
Two (2) submitted to Chief Judge at precinct, cannot be accepted.
Two (2) had late postmark.
Nine (9) had no signatures or not enough witnesses.

Official results of election were signed by all members of Board.

Two (2) One Stop votes had to be retrieved:
Voter was given wrong ballot. Voted Provisional (discussed at meeting 5/5). Voter claimed screen went black. Actually cast vote (discussed at meeting 4/29).

Duncan: SBOE directed office to do sample count of precincts 24 and 29, non-partisan race. Completed hand-to-eye count. All numbers agreed.

Tammy West brought letter in to office to request second Primary contest in Clerk of Court contest.

Board unanimously approved Newton One Stop site for second Primary election. Scheduled for July 3rd, and 7th-12th.

Printelect was at office on May 7th. Re-ran ballots from 2 precincts (28 and 41) through, due to ballots jamming on election day. Election results were corrected to reflect new counts.

Abstracts were signed by all members.

Meeting adjourned 11:50 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF MAY 21, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Chmn. Hood, Sec. Cheney, Dir. Duncan in attendance, Member Palmer participated via phone. Called to order 8:20 A.M.

Meeting to discuss times and locations of second primary.

County Commissioners have expressed interest in funding Sherrils Ford site. County Budget office made inquiry as to cost of opening additional site. Duncan informed them cost is approximately \$3,000 per site.

Mountain View (Southwest Library) site has more traffic than Sherrils Ford.

Agreed that maintaining a consistent presence at each site for all elections would be convenient for the voters, and would eliminate any appearance of favoring a particular candidate(s).

Will use absolute minimum staff necessary to conduct election: 4 persons each at Newton and Highland Rec, 3 each at Sherrils Ford and Mountain View.

Board unanimously agreed to open all 4 locations for this, and all subsequent elections.

Chmn. Hood will communicate our reasoning to all Commissioners. Dir. Duncan will draw up plan for submission to SBOE. Members will return to office to sign plan once available.

Friendship Methodist church called office, concerned that second primary will interfere with Summer Bible school. They agreed to allow us to use the sanctuary. They requested that we prohibit any electioneering at the precinct. Duncan contacted Don Wright for advice. He suggested that candidates be contacted, ask them to agree to not electioneer, have them sign agreement. Duncan has contacted 3 of 4 candidates, they have agreed.

Meeting adjourned 11:50 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JUNE 24, 2014

CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Chairman Hood participated via phone. Called to order 8:25 A.M.

Approved 39 absentee ballots. Four (4) absentee ballots were not approved due to insufficient witnesses or addresses. Duncan has contacted 2 of these, will attempt to contact others.

Duncan preparing resolution to finalize relocation of Precinct 2- Banoak School to Corinth Baptist Church.

Precinct 3-Blackburn School, contacted office. Will move to Blackburn Baptist Church. This is the last precinct located in a school.

State training has been scheduled for 2/3 days of Aug. 4,5,6. Plans not finalized at this time.

One-stop plan for general election must be completed by July 31st. Board will review plan 7/15.

One-stop sites for second primary will be set up: 6/30 Sherrils Ford and Mt. View

7/1 Newton

7/2 Hickory

Ballots are being returned with postage due. Board approved setting up account to charge for postage. Board approved sending out second ballot if first arrives incomplete.

Hickory will have a bond referendum on November ballot. City will get to office by Aug. 6th.

Citizen called office, asked if a candidate is allowed to use the County seal on campaign material. Duncan contacted Debra Bechtel- County Attorney. She said seal is service marked, so candidate cannot use it. Duncan contacted Tammy West, informed her of communication. Don Wright called office after receiving complaint. He said seal is public domain, so candidate can use it. Issue is unresolved at this point. No actions pending final decision.

Meeting adjourned 8:41 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JULY 1, 2014

CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Chairman Hood participated via phone. Called to order 8:15 A.M.

Approved 10 absentee ballots.

Duncan read resolution to move Precinct 2- Banoak School to Corinth Baptist Church. Board unanimously approved resolution, signed.

Meeting adjourned 8:20 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JULY 8, 2014

CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Chairman Hood participated via phone.
Meeting called to order 8:20 A.M.

Approved 16 absentee ballots.

Will close down Highland, Southwest and Sherrils Ford One Stop sites after Friday closing. Office staff will assist at Newton One Stop on Saturday.

Today is final day to request absentee ballots by 5 PM.

Yesterday was final day to file for office. School board has had 4 candidates file, 4 seats are open. Soil and Water has had 5 candidates file.

Approximately 1500 have voted so far at One Stop sites.

Meeting adjourned 8:30 A.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JULY 14, 2014

CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Meeting called to order 5:02 P.M.

One (1) absentee ballot was received with no signature, no phone number. Board rejected. Duncan will attempt to contact witness.

22 absentee ballots approved. One (1) more came in via mail.

SBOE inquired about our emergency back-up plans. Duncan contacted Karen Yausey (County Emergency Coordinator). Have enough generators to cover 20 precincts.

Meeting adjourned 5:20 P.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JULY 15, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Second Primary election. Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance.

Board oversaw election returns, no issues arose.

Unanimously approved One Stop plan for November election. There will be no decrease in hours.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF JULY 22, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Canvass of Second Primary election. Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Called to order at 11:00 A.M.

Four (4) supplemental absentee ballots were received: 2 military, 2 civilian.

Eight (8) provisional ballots were reviewed. Three (3) were from One-Stop sites, 5 from election day.

Three (3) were approved:

- BOE had voter assigned to incorrect party
 - Voter was marked as deceased
 - Voter was removed through list maintenance
- Five (5) not approved due to voting in wrong party

Board gave final approval for One Stop Site plan for November.

Board approved all minutes up to date.

Duncan has meeting with Tom Lundy on July 31st at 10:00 A.M. to discuss equipment procurement.

Cliff Moone-Democratic Party Chair- expressed desire to do voter registration drive at Pinecrest Assisted Living Center. Board decided that office will have MAT team assist. Office will do training.

Edwin Ide came in to office, wishes to qualify as a write-in candidate for County Commissioner. Informed he needs to gather 100 signatures by August 6th.

Precinct 3-Blackburn: Church board will meet on July 24th to discuss precinct moving from Blackburn school to church.

Board signed all final returns.

Meeting adjourned 11:30.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF SEPTEMBER 4, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Sec. Cheney, Dir. Duncan in attendance. Chair David Hood via phone conference. Called to order at 8:25 A.M.

Signed record for transfer of Precinct 3, Blackburn to Blackburn Baptist Church,

5105 W. NC-10, Hickory. Hood and Palmer will sign at a later date.

Meeting adjourned 8:29.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF OCTOBER 14, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Called to order at 8:15 A.M.

Reviewed 70 civilian absentee ballots returned to office. One ballot was returned without address of second signer. Office verified that address was the same as voter (husband/wife). Board agreed to count ballot. 4 ballots had various problems, office re-mailed to household.

Training of chief judges will start today.

Schedule to set up One-Stop sites: Mountain View this Saturday, Sherrils Ford and Newton on 10/20, Conover on 10/21, Hickory on 10/22. Testing of equipment completed. One M-100 has failed motherboard, 1 I-Vote returned to manufacturer for repair.

Meeting adjourned 8:25.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF NOVEMBER 3, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. Called to order at 4:55 P.M.

Reviewed 434 civilian absentee, 3 overseas ballots.

Duncan reported 221 curbside votes cast, 14 provisional ballots.

One Stop site totals reported:

-Newton	6,430	-
Highland	6,417	-
Mtn. View	2,335	-
Sherrils Ford	1,624	-
Conover Station	<u>1,422</u>	
Total	18,228	

Meeting adjourned 5:25.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF NOVEMBER 4, 2014
CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance.

Meeting convened at 5 PM for purpose of beginning tabulation of absentee ballots.

First precinct results were returned at 7:45 PM. Last precinct came in at 8:50 PM.

No problems were reported or observed.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

MINUTES OF NOVEMBER 14, 2014

CATAWBA COUNTY BOARD OF ELECTIONS

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Duncan in attendance. A number of citizens were also in attendance. Called to order 11:00 A.M.

Purpose of meeting is to perform canvass of election results.

-Supplemental absentee ballots were reviewed. These are ballots received after election day, but postmarked by election day. Must be received by November 7th. 136 civilian ballots, 4 military ballots and 1 overseas ballot received. Two (2) military ballots were submitted via e-mail, so staff created a duplicate ballot to scan.

Cheney moved to accept these ballots, seconded by Palmer, approved unanimously.

-Provisional ballots reviewed. Total of 96 provisional ballots, 71 were not approved, 25 were approved. Palmer moved to approve provisional ballots, Cheney seconded, approved unanimously.

-Challenges reviewed. Catawba County had 17 voters flagged by NCBOE as ineligible as they are not U.S. citizens. One of these, a Rebecca Rzasa, did vote early at the Rec. Center. Challenge was filed by poll worker, voter was informed of challenge to her vote. Voter did not respond to notice of hearing. Palmer moved to sustain challenge to vote, Cheney seconded, approved unanimously. Vote was removed from One-Stop totals. Of the remaining 16 voters flagged, 1 had noted on registration application "not a U.S. citizen" and therefore, should not have been registered. This voter will be removed from the rolls. The remaining 15 voters will have no further action taken until board receives further instructions from SBOE.

-Write-Ins reviewed. Only certified write-in candidates were for U.S. Senate and Ed Ide for Board of Commissioners.

-i-Vote issues. One voter became frustrated during voting, decided they did not want to cast ballot, requested that vote be removed. Board will remove this vote.

One voter had i-Vote run out of paper while voting. Poll worker moved voter to another i-Vote, had them cast ballot on second machine. When paper was replenished on first machine, original vote was recorded. Therefore, 2 ballots were cast. Board will remove first ballot cast.

One voter cast ballot, then realized City of Hickory bond issue was not on his ballot, even though voter is a citizen of Hickory. Voter contacted Duncan. Was advised to return to One Stop site and vote a second, provisional ballot. Voter did so. Original ballot was removed.

-Reviewed results of two City of Hickory bond referendums. Numbers verified and documents signed by board.

-All other documents to be submitted to NCBOE and Catawba County Clerk of Court were signed by board.

Board went in to closed session to discuss personnel matter at 11:50 A.M.

Board came out of closed session at 12:15 P.M.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Aduncan@catawbacountync.org

Closed session:

Dir. Duncan met with Board to discuss employee Teshera Kimbrough. On October 9th, 2014, Ms. Kimbrough was advised by Duncan that her job performance was not up to the standard required, and was given specific instructions of where improvements were needed. Today, Duncan advised the Board that in her opinion, Ms. Kimbrough's performance has not significantly improved, and she recommends that the Board terminate her employment.

Board discussed this, and has agreed to termination of Ms. Kimbrough. Dir. Duncan will prepare a letter announcing this decision to be presented to Ms. Kimbrough on November 14th.

Duncan will then begin process of preparing to hire a replacement for her position, not expected to be filled until some time after January 1st, 2015.

Hood moved we move out closed session, then adjourn meeting. Agreed to.