

BRUNSWICK COUNTY

BOARD OF ELECTIONS

75 Stamp Act Drive NE · Building H
PO Box 2 · Bolivia · NC · 28422
www.brunswickcountync.gov/elections

Phone: 910-253-2620
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Board Meeting Agenda

February 13, 2024 · 4:00 pm · Absentee Meeting

This meeting will be held in the Commissioners' Chambers of the David R. Sandifer Building, 30 Government Center Drive NE, Bolivia, NC, 28422.

Members of the public may observe the meeting in-person or via live video feed online using [Zoom](#). You will need to have Zoom installed on your computer or mobile device prior to joining the webinar; no registration or passcode is required.

- 1. Call to order and Pledge of Allegiance**
- 2. Approval of Agenda**
- 3. Approval of Minutes for the February 6, 2024 absentee meeting**
- 4. Consideration of Absentee Ballots**
- 5. Adjourn**

The next meeting will be a **Regular and Absentee meeting** on Tuesday, February 20, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

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Meeting Minutes · Absentee Meeting · February 6, 2024 · 4:00 p.m.

Board Members Present: Chair Edward Lewis, Secretary Stuart Smith, Member Paula Clarity, Member Randy Pelton, and Member Timothy Randall

Board Staff Present: Director Sara LaVere, Deputy Director Adrienne Rushton, Elections Computer Technician Butch Johnson, Election Logistics Technician Ryan Childress, Assistant Computer Technician Ed Ovsenik, and Absentee Assistant Christy Souter

Bipartisan Duplication Team Present: Julie Paladino and Patricia Vandergrift

Meeting Opening

Mr. Lewis called the meeting to order and everyone in attendance recited the Pledge of Allegiance.

Approval of Agenda

Mr. Smith made a motion to approve the agenda. The motion carried unanimously.

Approval of Minutes

Mr. Pelton made a motion to approve the minutes for the minutes of the January 30, 2024 Absentee meeting minutes. The motion carried unanimously.

Consideration of Absentee Ballots

Ms. LaVere presented 33 civilian ballots recommended for approval and one ballot for disapproval.

Mr. Johnson verified the seal number on the vDrive seal as 37471593.

There was a clerical error in preparing the agenda and minutes that left out a number, but the seal number was verified with the audit sheet completed at the previous meeting and initialed by board members. The minutes will be amended to reflect the correction.

Ms. Rushton presented one ballot for disapproval. The ballot was missing witness signature and was spoiled and reissued to the voter. Mr. Pelton made a motion to disapprove the ballot. Motion carried unanimously.

Each board member reviewed two ballots to confirm they were properly executed. Ms. Clarity made a motion to approve 33. The motion carried unanimously.

Mr. Johnson verified the beginning count of the Central Scan was 7 ballots from the previous meeting.

The bipartisan team opened the approved ballots and removed ballots to be scanned.

Ms. LaVere provided information about pending cures. Voters that vote by mail are required to provide a copy of a photo ID or an exception form; if a voter does not, they are contacted and able to cure this deficiency.

There were three ballots that did not scan correctly. Republican ballots for Bald Head Island voters consist of two sheets with unique barcode identifiers, indicating they belong together. If only one sheet is scanned, the Verity Central system rejects the batch. In our first batch of mailed ballots, some sheets may have separated during the folding machine process. The affected ballots approved at today's meeting were identified, duplicated by a bipartisan team onto a new ballot, and then scanned.

Ms. LaVere explained ballots for Bald Head Island voters will be issued by printing on demand which will ensure that both paired sheets of the ballot remain together. Absentee ballots to Bald Head Island voters are now folded by hand to avoid future occurrences.

After scanning was complete, Mr. Johnson announced that 33 ballots were scanned today with no overvotes. Ms. Rushton confirmed that was the number of ballots approved.

The ballots were placed in a bin and sealed, with seals signed by Mr. Pelton and Mr. Randall. The secure vDrive was placed in a storage container and sealed. The following vote count and seal numbers were logged and will be confirmed at the start of the next meeting.

- Ballot count: 40 total
- Ballot bin: 2616928 and 2616946
- vDrive storage container: 37471515

The board signed an audit sheet confirming the number of ballots scanned today and seal numbers.

Ms. Clarity made a motion to adjourn. The motion carried unanimously.

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Date: 2/13/2024

Time: 4:00 pm

Location: Commissioners' Chambers

Agenda Item: Consideration of Absentee Ballots

Summary:

1. Ballots recommended for approval

a. Accepted Cure: 3

There are two accepted cure ballots where the voter indicated that the copy of their NCDL is inside the ballot envelope. Once the application is approved by the board, the envelope can be opened to check the photo ID documentation.¹

b. Civilian: 54

c. Affidavit Review Pending: 1 with properly executed Photo ID Exception Form²

**Approved ballots will not be opened and scanned at today's meeting. Approved ballot envelopes will be secured in a ballot bin and processed at next week's meeting.*

Information Only:

1. Pending Cure: 1 with no documentation provided in the clear sleeve (copy of ID or exception form)

Absentee Seal Numbers and Ballot Counts

These numbers are logged on an audit sheet and signed by the board at each meeting.

Meeting	Absentee Bin Seals	vDrive Seals	Ballots Approved at Meeting	Ballots Scanned at Meeting	Total Ballots Scanned this Election <small>Recorded at end of meeting</small>
01/30/2024	2617251 2617261	37471593	7	7	7
2/6/2024	2616928 2616946	37471515	33	33	40
2/13/2024					

¹ Numbered Memo 2021-03 states "A voter may respond to a notification that their ballot is missing photo ID documentation by stating that it is in the ballot envelope. If this occurs, staff must defer the review of the photo ID documentation to the next absentee board meeting, when the county board can review the application and, if approved, open the ballot envelope and confirm photo ID compliance."

² Per Numbered Memo 2020-25, these ballots should be approved by the board if the board does not unanimously conclude that the exception form is false.