

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
Fax: 910-253-2618
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Board Meeting Agenda

October 1, 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**
 - a. September 26, 2024 – Regular Meeting
- 4. Appoint MAT Member**
- 5. Consideration of Absentee Ballots**
- 6. Adjourn**

The next board meeting is an absentee meeting scheduled for Tuesday, October 8, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

The next **regular** meeting will be Tuesday, October 15, 2024 at 4:00 pm in the Commissioners Chambers of the David R. Sandifer Administration Building.

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Meeting Minutes · Regular Meeting · September 26, 2024 · 10:00 a.m.

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

Board Staff Present: Director Sara LaVere, Deputy Director Melissa Chambers, and Election Logistics Technician Ryan Childress

Meeting Opening

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

Approval of Agenda

Mr. Pelton made a motion to approve the agenda. Motion carried unanimously.

Approval of Minutes

Mr. Randall made a motion to approve the minutes from the August 20, 2024 Regular Meeting and the August 29, 2024 Special Meeting. Motion carried unanimously.

Public Comments

Public comments submitted through the online portal were included in the agenda packet.

Director's Report

Updated voter registration statistics were included in an addendum to the agenda packet.

Ms. LaVere provided the following updates:

- Impacts of the storm included our office being closed from Monday mid-morning until mid-morning Friday. Staff did come in during that time to work on absentee ballots to ensure we could meet deadlines. UOCAVA ballots went out Friday and Civilian ballots began mailing on Tuesday. To date we have sent out 5,561 ballots.
- The first Absentee Meeting is next week, October 1, and we have had ballots returned, so thus, we will have a meeting.
- Elections preparation update
 - All other preparations are moving forward as scheduled

Mr. Pelton asked for an update if there would be sufficient ballot supply ready for early voting. Ms. LaVere updated that all necessary supplies and ballots will be ready, noting that early voting uses ballot on demand, printing the ballot for each voter as they check in and present to the ballot station.

Ms. Clarity inquired as to cost of reprinting ballots. Ms. LaVere provided that estimated cost was just over \$4,000 to include envelopes, any inserts that needed to be updated and ballots.

Old Business

There was no old business.

New Business

Appointment of MAT members

Ms. Laverre provided a summary that A Multipartisan Assistance Team, or MAT, is a team of voters who represent different political parties in each county who assist patients and residents in hospitals, clinics, nursing homes, and adult care homes (“facilities”) with absentee voting. MATs can help voters in facilities with disabilities or who otherwise require assistance in requesting or casting a mail-in absentee ballot. The team provides a public service to these voters by giving them lawfully authorized, neutral assistance with absentee voting.

Our current members include Sandra Batson (REP), Melinda Johnson (REP), Patricia Vandergrift (REP), Julie Paladino (DEM), and Myrtle Stevenson (DEM).

Staff recommends the addition of Debra Prew-Deleko (DEM) as an additional member to ensure three members of each party.

Mr. Pelton made a motion to appoint Debra Prew-Deleko (DEM) to the Multi-partisan Assistance Team. The motion carried unanimously.

Appointment of Early Voting Officials

Ms. Chambers provided a summary that for each primary and election, county boards shall appoint precinct officials for each early voting site, other than the county board office.

- County boards shall work to ensure, if at all possible, that the chief judge and judges working at any site at the same time do not all belong to the same political party.
- Each shift judges are designated to assure party balance, with shift lead, one ballot station, and one help desk serving as chief judge and judges. Staff also designates a bi-partisan team when closing the voting machines and securing ballots at the end of each day.
- Political parties were provided notice and were required to submit any names for consideration by September 10, 2024. (None received).
- Staff recommends all election day chief judges and judges that are working in specialty roles be appointed. Staff further recommends that those being trained to serve in specialty roles of Help Desk and Ballot Station be appointed.
- In addition to the list provided in the agenda packet, staff recommends the additions of Barbara Brooks (DEM), Lisa Kahn (DEM), Margaret Arrowood (UNA), Virginia Burgess (UNA), and Wendy Hughes (REP).

Mr. Pelton made a motion to approve the officials as recommended by staff, including the additional recommendations added today. Motion carried unanimously.

Approval of Polling Place Buffer Zones

Ms. LaVere provided a summary that the county board of elections shall make available to the public the following information for each voting place:

- The door from which the buffer zone is measured.
- The distance the buffer zone extends from that door.
- Any available information concerning where political activity, including sign placement, is permitted beyond the buffer zone.
- Notice must be given 10 days before the start of early voting for early voting locations. Notice must be given 30 days before election day for election day locations.

The document also outlines where electioneers may set up tents, tables, etc. for electioneering purposes.

Mr. Pelton made a motion to approve the buffer zones as outlined the document presented by staff. Motion carried unanimously.

Mr. Pelton noted that there is some traffic concern with entry and exit from Seaside United Methodist Church for precinct WB06. He is concerned with heavy traffic especially due to re-routed traffic from Calabash bridge construction. Ms. LaVere noted that Mr. Childress is going to work with Emergency Management Services to use an electronic sign to alert drivers to use caution in the area. Law enforcement is aware of election day and if issues arise or the need for traffic control arises, Ms. LaVere would have them get involved.

Adjourn

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

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Date: 10/1/2024

Time: 4:00 pm

Location: Commissioners' Chambers

Agenda Item: Appointment of Multipartisan Assistance Team (MAT) members

Applicable Statutes and/or Rules:

[08 NCAC 16](#), [GS 163-226.3](#)

Summary:

A Multipartisan Assistance Team, or MAT, is a team of voters who represent different political parties in each county who assist patients and residents in hospitals, clinics, nursing homes, and adult care homes (“facilities”) with absentee voting. MATs can help voters in facilities with disabilities or who otherwise require assistance in requesting or casting a mail-in absentee ballot. The team provides a public service to these voters by giving them lawfully authorized, neutral assistance with absentee voting.

- MAT members may be recruited by county board directors and staff but must be appointed by the county board of elections.
- The team must be represented by *at least* two members.
- One team member should be a registered Democrat, and another team member should be registered as a Republican.
- If a team consists of more than two members, the additional team members may be unaffiliated with a political party or be a member of another recognized political party (currently in NC the only other recognized party is Libertarian).
- If a county board of elections is unable to establish a 2-person team with both a Democratic and Republican team member, a person who is unaffiliated may serve, provided they are selected by a unanimous vote of the county board of elections.
- Approved active MAT members are:
 - Democrats - Julie Paladino, Debra Prew-Delekto, Myrtle Stevenson
 - Republicans - Sandra Batson, Melinda Johnson, Patricia Vandergrift

Attachments:

None

Board Action:

Staff recommends the board approve the appointment of Alice Beane (DEM) as an additional MAT member to ensure MAT is available when needed if there are scheduling conflicts.

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Date 10/1/2024

Time: 4:00 p.m.

Location: Commissioners' Chambers

Agenda Item: Consideration of Absentee Ballots

Summary:

There are 219 ballots being considered at today's meeting.

Ballots recommended for approval – board to spot check¹

- a. 137 Civilian
- b. 1 Military returned by mail
- c. 10 Affidavit Review Pending (returned with properly executed Photo ID Exception Form²)

Ballots requiring board review³

1. Ballots recommended for approval
 - a. 50 Overseas (received electronically, duplicated by bipartisan team prior to the meeting)
 - b. 13 Military (received electronically, duplicated by bipartisan team prior to the meeting)
2. Pending board decision
 - a. 4 Civilian ballots received in a sealed return envelope, but the ballot envelope was unsealed⁴
 - b. 1 Civilian ballot where the voter indicated that their photo ID documentation is inside the ballot envelope⁵

¹The [Resolution to Delegate Administrative Duties Relating to Absentee Voting to the Director and Staff](#) approved by the board on 10/17/23 states that "The board will not review individual ballot envelopes that have been recommended by staff for approval and will accept staff's recommendation for those ballot envelopes and photo ID documentation. The board will spot-check a minimum of two envelopes and accompanying photo ID documentation to ensure accuracy and consistency. The board reserves the right to review all ballot envelopes that have been recommended by staff for approval."

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.

³ [Numbered Memo 2020-25](#) states "the board must individually review all ballot envelopes that: (1) have been recommended for disapproval by staff, (2) have a cure certification associated with that ballot envelope, or (3) where staff need further guidance from the board as to whether the envelope was properly executed or the photo ID documentation meets all legal requirements.

⁴ [Numbered Memo 2021-03](#) provides that when the ballot is inside the executed ballot envelope which is not sealed but the ballot envelope is received in a sealed return envelope, this anomaly is not a deficiency. Staff is instructed to re-seal the return envelope with a notation of "sealed in return envelope" and the county board should open the return envelope and address the ballot at its next absentee meeting.

⁵ [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."

3. Recommended for disapproval⁶:
 - a. 3 Civilian ballot with incomplete witness information. Ballot has been spoiled and a new ballot issued

Information Only:

1. 2 Pending Cure

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>
10/1/24					

⁶ [Numbered Memo 2020-25](#) states “Whether the county board delegates the initial review of absentee envelopes to staff or chooses to have a bipartisan team of board members review envelopes during the meeting, all board members present at the meeting must approve or disapprove the ballots.”

The Resolution to Delegate Administrative Duties delegated the task of “Inspecting ballot envelopes and return envelopes for deficiencies and contacting voters as required by [Numbered Memo 2021-03](#).”