



**FORSYTH COUNTY BOARD OF ELECTIONS**

**Board Meeting  
Agenda  
July 25, 2024– 3:00 p.m.**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Meeting Minutes
6. Approval of Pollbook Printing Contract
7. Approval of Ballot Printing Contract
8. Approval of Board Meeting Schedule
9. Adoption of Resolution for Absentee Board Meetings for the November 5, 2024 General Election
10. Approval of Revised Early Voting Plan for the November 5, 2024 General Election
11. Presentation and Adoption of Resolution Regarding Relocation of Voting Places
12. Resolutions Regarding the Establishment of Out-of-Precinct Polling Places
13. Approval of Election Day Polling Place Facilities' Fees
14. Approval of Absentee Problems and Solutions Disposition Guidelines

Forsyth County Board of Elections – Board Meeting July 25, 2024

15. Adoption of Resolution Regarding the preparatory Steps to Staff for Absentee Ballots
16. Approval of Pre-Processing of Absentee Ballots
17. Approval of Re-Marking Ballot Process
18. Approval of Notification Procedures to Voters with Discrepancies on Absentee Ballots
19. Approval of Resolution to Count Absentee ballots at 2 p.m. on Election Day for the November 5, 2024 General Election
20. Approval of the Appointment Date for Early Voting Officials in the November 5, 2024 General Election
21. Other Business
  - a. Candidate request for withdrawal acceptance
  - b. Acceptance of nomination to fill candidate vacancy
  - c. Approval of MAT Team Member
  - d. Approval of Resolution for Compensation of County Board of Elections Members
  - e. Election Worker Appreciation Day reminder
  - f. General Election Preparedness Series reminder
  - g. State Conference reminder
22. Closed Session (if necessary)
23. Adjournment

Forsyth County Board of Elections – Board Meeting July 25, 2024  
**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Meeting Minutes**  
**July 25, 2024 – 3:00 p.m.**

**Meeting Called to Order**

A meeting of the Forsyth County Board of Elections was called to order in the 2<sup>nd</sup> Floor Board Room on Thursday, July 25, 2024, at **3:00** p.m., Chairperson Robert Durrah, Jr. presiding.

**Board Members in attendance:** Chairperson Robert Durrah, Jr., Vice Chair Catherine Jourdan (3:02 p.m. arrival), Secretary Chad Doomy, Member Alfred Harvey, Member Adam Draper

**Staff Members in attendance:** Director Tim Tsujii, Deputy Director Michelle Bobadilla, Tricia Starkey, Adam Clark, Macy Payne, Olivia Phillips

**Pledge of Allegiance**

Chairperson Robert L. Durrah, Jr. led the Pledge of Allegiance.

**Moment of Silence**

Chair Robert L. Durrah, Jr. led a moment of silence.

**Public Comments**

Chairperson Robert L. Durrah, Jr. called for public comments, providing two minutes per speaker:

Diana Gray: 2310 Ardmore Terrace Circle, Apt A, Winston-Salem, NC 27103

Secretary Doomy moved to close public comments; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Meeting Minutes**

Forsyth County Board of Elections – Board Meeting July 25, 2024

Secretary Doomy presented the meeting minutes for the March 5, 2024, May 24, 2024, Supplemental Absentee Meeting, and the May 24, 2024 Canvass meetings. Member Draper moved to approve the minutes as presented; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Pollbook Printing Contract**

Director Tsujii presented to the Board the recommendation that Salem One, Inc. be awarded the pollbook printing services contract for the 2024 General Election to expire on December 31, 2024 and not to exceed \$40,615.00. The company has served as the pollbook printing vender for Forsyth County for over a decade. Member Draper moved to approve the pollbook printing services contract as submitted; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Ballot Printing Contract**

Mr. Tsujii presented to the Board the recommendation that AlphaGraphics be awarded the ballot printing services contract for the 2024 General Election to expire on December 31, 2024 and not to exceed \$97,600.00. This company is one of six certified venders in North Carolina. Member Draper moved to approve the pollbook printing services contract as submitted; Secretary Doomy seconded. **Motion carried unanimously.**

**Approval of Board Meeting Schedule**

Board Clerk, Tricia Starkey, requested a change in the 2024 Board Meeting Schedule for absentee board meetings scheduled on Thursday's this fall at 5:00 p.m. to a start time of 2:00 p.m. This is due to the expected volume of absentee ballots and the amount of time needed to review each ballot. Member Draper moved to approve the schedule as presented with the exception of the meeting on October 31, 2024 which will be cancelled; Secretary Doomy seconded. **Motion carried unanimously.**

**Adoption of Resolution for Absentee Board Meetings for the November 5, 2024 General Election**

Forsyth County Board of Elections – Board Meeting July 25, 2024

Ms. Starkey presented the Resolution for Absentee Board Meetings for the November 5, 2024 General Election. Pursuant to General Statute 163-230.1(f), absentee meetings will be circulated in a newspaper in the county at least 30 days prior to the election and will be posted on the office door display. Vice Chair Jourdan moved to adopt the resolution as submitted with the exception of the October 31, 2024 date; Secretary Doomy seconded. **Motion carried unanimously.**

**Approval of Revised Early Voting Plan for the November 5, 2024 General Election**

Michelle Bobadilla, Deputy Director, presented the revised Early Voting Plan for the General Election. Winston Lake Golf Course will take the place of Winston Lake YMCA as the location will be undergoing renovations. Secretary Doomy moved to approve the modifications to the early voting plan; Member Draper seconded. **Motion carried unanimously.**

**Presentation and Adoption of Resolution Regarding Relocation of Voting Places**

Mrs. Bobadilla presented to the Board three election day polling places that have been relocated. Precinct 042, Fellowship Baptist Church will move to New Friendship Baptist Church, precinct 401, Winston Lake YMCA will move to Frist Tee at Winston Lake Golf Course, and precinct 904, Latino Community Resource Center will move to Old Town Elementary. Member Draper moved to adopt the resolution as presented; Secretary Doomy seconded. **Motion carried unanimously.**

**Resolutions Regarding the Establishment of Out-of-Precinct Polling Places**

Mrs. Bobadilla presented to the Board three out-of-precinct polling places due to no adequate facilities to serve as polling places within the said precincts. The precincts are: (076) Agape Faith Church, (607) St. Jonn’s Lutheran Church, and (709) Mount Carmel United methodist Church. These precincts have been used for several years. Secretary Doomy moved to approve the resolution for the establishment of out-of-precinct polling places as presented; Member Draper seconded. **Motion carried unanimously.**

**Approval of Election Day Polling Place Facilities’ Fees**

Mrs. Bobadilla presented to the Board the polling place facilities’ fees updates. Precinct 051 will be \$300.00, precinct 052 will be \$400.00, and precinct 501 will be \$300.00. Member

Draper moved to approve the fees as presented, Secretary Doomy seconded. **Motion carried unanimously.**

### **Approval of Absentee Problems and Solutions Disposition Guidelines**

Macy Payne, Absentee Voting Manager, presented the absentee disposition guidelines, pursuant to Numbered Memo 2021-03, and informed the Board that the guidelines have not changed since the previous election. Secretary Doomy moved to approve the guidelines as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

### **Adoption of Resolution Regarding the preparatory Steps to Staff for Absentee Ballots**

Mrs. Payne presented to the Board the resolution regarding delegation to staff of preparatory steps for absentee ballots for the November 5, 2024 general election which follows Numbered Memo 2020-25. The bipartisan absentee team does a preliminary review of the absentee return envelopes checking for any deficiencies and voters with deficiencies are contacted as required by Numbered Memo 2021-03. Secretary Doomy moved to adopt the resolution as submitted; Member Harvey seconded. **Motion carried unanimously.**

### **Approval of Pre-Processing of Absentee Ballots**

Mrs. Payne presented to the Board the pre-processing procedures for absentee ballots which are conducted by a bipartisan team. Vice Chair Jourdan moved to approve the pre-processing absentee ballots procedures; Member Draper seconded. **Motion carried unanimously.**

### **Approval of Re-Marking Ballot Process**

Mrs. Payne presented to the Board the procedures for re-making ballots that are unable to be scanned by the tabulators. Member Draper moved to accept the procedures as presented, Secretary Doomy seconded. **Motion carried unanimously.**

### **Approval of Notification Procedures to Voters with Discrepancies on Absentee Ballots**

Mrs. Payne presented the procedures for notifying voters of deficiencies in their absentee return envelope as provided by Numbered Memo 2021-03. Secretary Doomy moved to approve the procedures as presented; Member Draper seconded. **Motion carried unanimously.**

**Approval of Resolution to Count Absentee ballots at 2 p.m. on Election Day for the November 5, 2024 General Election**

Mrs. Starkey presented the resolution to count absentee ballots at 2:00 p.m. on election day in accordance with General Statute 163-234(2). The results of the absentee ballot count will not be announced before 7:30 p.m. on election day. Per statute 163- 234(2), this notice will be posted once a week for two weeks prior to the election in a newspaper having general circulation in the county. Secretary Doomy moved to approve the resolution as presented; Member Draper seconded. **Motion carried unanimously.**

**Approval of the Appointment Date for Early Voting Officials in the November 5, 2024 General Election**

Mr. Tsujii introduced Olivia Phillips who is the new Training Specialist for precinct officials. Ms. Phillips presented the resolution for the appointment date for early voting officials in the November 5, 2024 general election per Numbered Memo 2023-140. Vice Chair Jourdan moved to approve the appointment date for early voting officials as presented; Member Harvey seconded. **Motion carried unanimously.**

Ms. Phillips also presented the resolution for the qualifications for early voting officials per State Bill 747. Vice Chair Jourdan moved to approve the qualifications for appointment officials; Member Harvey seconded. **Motion carried unanimously.**

**Recess:**

Chairperson Durrah called for a recess at **3:59 p.m.**

**Readjourn:**

Chairperson Durrah reconvenes meeting at **4:03 p.m.**

**Other Business**

**Candidate request for withdrawal acceptance**

Mr. Tsujii presented the withdrawal of notice of candidacy for Kendall Dorsey Fields who is a candidate for the Forsyth County Commissioners District B election this fall. Secretary Doomy moved to accept the candidate's withdrawal; Vice Chair Jourdan seconded. **Motion carried unanimously.**

**Acceptance of nomination to fill candidate vacancy**

Forsyth County Board of Elections – Board Meeting July 25, 2024

Mr. Tsujii presented the nomination from the Forsyth County Democratic Party to replace Kendall Fields on the November ballot for County Commissioner District B with Curtis Wells Fentress. Secretary Doomy moved to accept the nomination of Curtis Wells Fentress as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Approval of MAT Team Member

Mrs. Payne presented one MAT Team member, Empress Withers, to be approved. This individual was trained and is eligible to serve as a MAT Team member for two years. Secretary Doomy moved to approve the new Forsyth County Board of Elections MAT Team member; Member Harvey seconded. **Motion carried unanimously.**

Approval of Resolution for Compensation of County Board of Elections Members

Mrs. Bobadilla presented the resolution for the compensation of county board of elections members for the 2024-2025 budget year. The amount was previously approved by the board and is budgeted. Vice Chair Jourdan moved to approve the resolution as presented, Secretary Doomy seconded. **Motion carried unanimously.**

Adjournment

Secretary Doomy moved to adjourn; Member Draper seconded. **Motion carried unanimously.** Meeting adjourned at 4:18 p.m.

Approved:

s:/Robert Durrah, Jr.

Chairperson



s:/Catherine Jourdan

Vice Chair

s:/Chad Doomy

Secretary