



**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Board Meeting**  
**Agenda**  
**April 9, 2024– 5:00 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 Logic & Accuracy Test of Voting Machines for the May 14, 2024, Second Primary Election
7. Approval of Absentee Problems and Solutions Disposition Guidelines
8. Adoption of Resolution Regarding the Preparatory Steps to Staff for Absentee Ballots
9. Approval of Pre-Processing of Absentee Ballots
10. Approval of Re-Marking Ballot Process
11. Approval of Notification Procedures to Voter with Discrepancies on Absentee Ballots
12. Approval of Absentee Ballots
13. Approval of Election Notice for the May 14, 2024, Second Primary Election
14. Discussion of One-Stop Early Voting Plan for November 2024 Election
15. Other Business

16. Closed Session

17. Adjournment

**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Meeting Minutes**  
**April 9, 2024 – 5:00 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 Tuesday, April 9, 2024, at **5:00** p.m., Chairperson Robert Durrah, Jr. presiding.

**Board Members in attendance:** Chairperson Robert Durrah, Jr., Vice Chair Catherine Jourdan, Member Alfred Harvey, Member Adam Draper

**Staff Members in attendance:** Director Tim Tsujii, Deputy Director Michelle Bobadilla, Tricia Starkey, Jay Lerman, Adam Clark, Carma Buchanan

**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**

None

**Approval of Meeting Minutes**

Member Draper moved to approve the meeting minutes as presented for the February 27<sup>th</sup> meeting, March 8<sup>th</sup> meeting, March 14<sup>th</sup> Supplemental Absentee Meeting, and the March 15<sup>th</sup> Special Board Meeting; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Logic & Accuracy Test of Voting Machines for the May 14, 2024, Second Primary Election**

Jay Lerman, Voting Systems and Geocode Manger presented the board with the report for the Logic and Accuracy pre-election testing of all voting machines being used for the May 14, 2024, Second Primary Election. A bipartisan team tested 36 election day machines, 36 ballot marking devices, 2 training machines, 1 early voting machine, 1 DS450 fast scanner and 1 DS850 fast scanner. The testing of all machines was open to the public. Vice Chair Jourdan moved to approve the Logic and Accuracy testing of voting machines for the May 14, 2024, Second Primary Election; Member Draper seconded. **Motion carried unanimously.**

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

Deputy Director Michelle Bobadilla presented the absentee disposition guidelines pursuant to Numbered Memo 2021-03. Member Draper moved to approve the guidelines as presented; Member Harvey seconded. **Motion carried unanimously.**

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

Mrs. Bobadilla presented to the Board the resolution regarding the delegation to staff of preparatory steps for absentee ballots in the May 14, 2024, second primary election which follows Numbered Memo 2020-25. Member Draper moved to approve the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

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

Mrs. Bobadilla presented to the board the pre-processing procedures for absentee ballots. Member Draper moved to approve pre-processing procedures; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Re-Marking Ballot Process**

Mrs. Bobadilla presented to the Board the procedures for remarking ballots that cannot be scanned by the tabulators. Member Draper moved to approve the remarking procedures as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

**Approval of Notification Procedures to Voter with Discrepancies on Absentee Ballots**

Mrs. Bobadilla presented the procedures for notifying voters of deficiencies in their absentee return envelope as provided by Numbered Memo 2021-03. Voters will be contacted by phone, email, and mail. Member Draper moved to approve the procedures as presented; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Absentee Ballots**

Mrs. Bobadilla presented to the Board a total of 8 absentee ballots to be approved of which 7 are civilian ballots and 1 is a military ballot. Member Draper moved to approve the 8 absentee ballots; Member Harvey seconded. **Motion carried unanimously.**

Board Members signed Zero Reports for the DS450 high-speed scanner.

Board Members signed absentee voter reports for the approved and disapproved ballots.

**Approval of Election Notice for the May 14, 2024, Second Primary Election**

Tricia Starkey, Board Clerk, presented to the Board for approval the Notice of Election for the second primary election on May 14, 2024. Per statute 163-33(8), this notice will be posted in a newspaper having general circulation in the county. Notice to also be posted on the office door display. Vice Chair Jourdan moved to approve the Notice of Election as presented; Member Draper seconded. **Motion carried unanimously.**

**Discussion of One-Stop Early Voting Plan for November 2024 Election**

Mr. Tsujii presented the 2016 and 2020 General Election Early voting statistics to the Board for review and discuss. Chairperson Durrah called for a motion to table the early voting site plan for a future meeting. Member Draper moved to table the discussion; Member Harvey seconded. **Motion carried unanimously.**

**Other Business**

**Adoption of Resolution Regarding Agreements for Electioneering Restrictions at Certain Polling Places:**

Mrs. Bobadilla presented to the board the electioneering designation rules for the Forsyth County Government Center building for early voting in the second primary election. Vice Chair Jourdan moved to approve the designated area for campaigners for the second primary election; Member Draper seconded. **Motion carried unanimously.**

**Presentation of Forsyth County GOP Letter:**

Mr. Tsujii presented the Board with a letter from the Forsyth County Republican Party starting that the Republican Party executive committee members who reside within Forsyth County Board of Commissioners District B met on March 23, 2024, and had voted to replace Dave Plyler on the general election ballot with Gray Wilson. Chairperson Durrah asked for a motion of acceptance for the letter. Member Draper moved to accept the letter as presented; Member Harvey seconded. **Motion carried unanimously.**

**Amendment to the Resolution between Forsyth County Board of Elections and AlphaGraphics:**

Mr. Tsujii presented a resolution recommending the authorization of an amendment to an agreement between the Forsyth County Board of Elections and AlphaGraphics of downtown Raleigh (Capital Marketing Solutions, LLC.) to provide ballot printing and packaging services for the second primary election. Member Draper moved to approve the amendment as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

Amendment to the Resolution between Forsyth County Board of Elections and Salem One, Inc.

Mr. Tsujii presented a resolution recommending the authorization of an amendment to an agreement between the Forsyth County Board of Elections and Salem One, Inc. To provide pollbook printing services for the second primary election. Member Draper moved to approve the amendment as presented; Vice Chair Jourdan seconded. **Motion carried unanimously.**

**Motion for Closed Session & Adjournment:**

Chairperson Durrah requested a motion to go into closed session to consider the qualification, competence, performance, or condition of appointment of a public officer or prospective public officer or employee, pursuant to G.S. 143-318.11(a)(6), and to adjourn the meeting upon the adjournment of the closed session. Member Draper moved to approve the motion as presented; Member Harvey seconded. **Motion carried unanimously.**

**Closed Session**

**Board Members in attendance:**

Chairperson Robert Durrah, Jr., Vice Chair Catherine Jourdan, Secretary Chad Doomy (by phone), Member Alfred Harvey, Member Adam Draper

**Staff Members in attendance:** Shannon Hutchins, Human Resources Director

**Adjournment of Closed Session**

Secretary Doomy moved to adjourn; Member Harvey seconded. **Motion carried unanimously.** Meeting adjourned at 6:24 p.m.

**Adjournment of Meeting 6:24 p.m.**

Forsyth County Board of Elections – Board Meeting April 9, 2024

Approved:

s:/Robert Durrah, Jr.

Chairperson

s:/Catherine Jourdan

Vice Chair

s:/Chad Doomy

Secretary

s:/Alfred Harvey

Member

s:/Adam Draper

Member