

# BOARD OF ELECTIONS

**Linda J. Sutton**  
CHAIR

**Frank M. Dickerson**  
SECRETARY

**Jerry D. Jordan**  
MEMBER



**Robert H. Coffman**  
Director of Elections

**Lamar Joyner**  
Deputy Director

## FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING – April 5, 2011

Present: Linda J. Sutton, Chair  
Frank M. Dickerson, Secretary  
Jerry D. Jordan, Member

Staff: Rob Coffman, Director of Elections  
Lamar Joyner, Deputy Director  
Judy Speas, Senior Office Assistant

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### Call to Order

The Chair called the meeting to order at 1:05 PM in the Cooper Cardwell Elections Room.

### Approval of Minutes

Ms. Sutton requested that the Board review the minutes for February 23, 2011 and suggest any corrections or additions if necessary. Mr. Dickerson moved to approve the minutes. Mr. Jordan seconded the motion. The motion passed unanimously.

### 2011-2012 Budget

Ms. Sutton requested that Mr. Coffman review the proposed 2011-2012 budget. Mr. Coffman stated that two budget documents were present for examination. One document was the overall budget by Organization Cost Account categories. The second document detailed the budget by the OCA Codes such as Administrative, Voter Registration, Campaign Finance, etc. Mr. Coffman explained the budgetary control of the County Commission and the statutory requirement that funds must be provided for the administration of elections. Budgetary analysts should understand that an election office budget occurs on a cycle that matches the cycle of election years. The 2011-2012 budget would include an amount of approximately \$64,000 spent for the November municipal election which would be reimbursed by the towns. However, the County is no longer reimbursed from the local towns for administrative costs. This budget also includes the 2012 Presidential Primary which would be more costly. Mr. Dickerson requested that a comparison be prepared of the budgets for the 2008 and 2012 election years.

Mr. Coffman proceeded to detail several line items of the budget. He stated that there are one and a half office vacancies currently and that the largest expense of the budget is personnel related. Poll workers would need to be increased for the 2012 Primary in the coming year, especially for Early Voting sites. Mr. Coffman explained that this would require an increase in cost for the Temporary Help-Outside Agency Line Item 2114 compared to previous years. The Board discussed whether extra funds would be received from the current legislature or from the HAVA grant money. The Board

questioned the use of a temporary agency versus the use of the County Human Resources Department for hiring poll workers. A benefit of using a temporary agency would be that they would hold the liability and would be able to guarantee the necessary amount of election staff.

Mr. Coffman explained that Line Item 2208 for Equipment Repair Service had not changed. The Other Maintenance Service Line Item 2215 had increased for the service contract on voting equipment. This would be the first budget that it would be necessary for the County to fund this line item. The Equipment Rental Line Item 2231 had also increased because the agreement with the Winston-Salem/Forsyth County School System has changed regarding the borrowing of e-poll books. Laptop rental was researched because the school system would be unable to continue lending the necessary amount of laptops for elections. A quoted price of \$145 per laptop would include loading the election data. Rental cost of laptops could be decreased if multiple counties were involved. Voter data would be purged by staff before the return of equipment. Approximately 115 laptops would be necessary for a county election. Laptop printers were purchased previously and an adequate amount of toner cartridges would be purchased for each election. Precincts would return to the method of using labels to authorize each voter. Voters with changes would be diverted to a separate table for authorization where the laptop computer would be located. Provisional voters would be handled at this table.

Mr. Coffman explained that Training and Conference Line Item 2410 had originally contained more funds for educational travel expense. However, this amount was removed since the current county budget could not allow it. All other line items have not changed. After action is taken on the proposed budget, the final budget would be submitted to the county manager and then the county commission. Mr. Coffman offered to email the Board members a comparison showing budgetary costs of other County Board of Elections versus numbers of registered voters. The cost for Forsyth County was low in comparison to the other large North Carolina counties. Ms. Sutton asked the Board to entertain a motion for the proposed budget if there were no additional questions. Mr. Dickerson moved to accept the proposed 2011-2012 budget. Mr. Jordan seconded the motion. The motion passed unanimously.

#### Precinct Adjustments

Ms. Sutton requested that Mr. Coffman review the proposed precinct adjustments needed because of county growth and redistricting changes. The Board examined a Forsyth County Precinct/VTD Map with highlighted precinct numbers showing precincts with more than 3,000 registered voters; and a VR Statistics by Precinct report. Mr. Coffman explained that the goal in adjustments would be to include between 2,500 – 3,000 voters per precinct. To make precincts any smaller, there would be a major increase in polling locations which would produce facility issues such as parking problems, long lines, etc. Mr. Jordan stated that the number of precincts with split ballots should be minimized if possible. Mr. Coffman explained that the Board would be able to adjust the precincts with the Geographic Information Software data after the State Legislature, WSFC School System, City of Winston-Salem and County Commission complete their redistricting process. The City of Winston-Salem ward boundaries were expanded recently in 2009 and could change again based on population shifts. However, the City would prefer to minimize the deviation in ward lines. Mr. Coffman asserted that the number of county precincts would be increased, even though there are some small precincts that may be absorbed in the process. He stated that the process may be a difficult one, especially since the precinct borders have existed for a long time. The new precinct information would be extensively advertised to notify the public.

### Other Business

Mr. Coffman stated that a monthly staff meeting had been held recently to discuss office issues. He distributed evaluation forms for the Director of Elections position. Board members were reminded that appointment of County Board members would be this June. Mr. Coffman informed the Board of two new legislative bills. One bill was projected to change the Winston-Salem municipal election to even-numbered years; another bill was introduced to return the School Board to a partisan election. Mr. Coffman stated that the office was currently administering elections for the Winston-Salem/Forsyth County elementary schools annual book award contest. Also, the Winston-Salem State University student government election would be held tomorrow on the ivotronic voting equipment. Students were trained to act as the poll workers.

### Adjournment

The Board reviewed their schedules and determined that the next Board of Elections meeting would be Wednesday, May 11, 2011 at 1:00 PM. Ms. Sutton requested a motion to adjourn the meeting. Mr. Dickerson moved to adjourn. The motion passed unanimously and the meeting was adjourned at 2:00 PM.

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Linda J. Sutton, Chair

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Frank M. Dickerson, Secretary

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Jerry D. Jordan, Member