

AGENDA
WARREN COUNTY BOARD OF ELECTIONS
REGULAR BORAD MEETING
FEBRUARY 14, 2023-5:00 PM
309 N. MAIN STREET-WARRENTON NC
ORDER OF BUSINESS

- I. Call to Order Chair Esther Terry
ACTION: _____

- II. Pledge of Allegiance

- III. Adopt Agenda
ACTION: _____

- IV. Citizen Comment:
ACTION: _____

- V. Approve Minutes of Meeting for December 13, 2022
ACTION: _____

- VI. Director's Report
ACTION: _____

- VII Approval of Meeting Schedule for 2023
ACTION: _____

- VIII. Agency Budget:
ACTION: _____

- IX. Other Concerns
ACTION: _____

- IX. Adjourn.

MINUTES
WARREN COUNTY BOARD OF ELECTIONS
REGULAR MEETING
DECEMBER 13, 2022-5:00 PM
309 N. MAIN STREET-WARRENTON, NC

PRESENT: Henry L. Durham, Jr., Walter Hundley, Betty Mazor, James Roberts, Debbie Formyduval.
Esther Terry was absent.

Acting Chair Henry L. Durham, Jr., called the meeting to order at 5:10 PM.

All present stood for the Pledge of Allegiance.

James Roberts made a motion to adopt the agenda. The motion was seconded by Betty Mazor and passed 4-0.

CITIZEN COMMENT: No citizens were present for comment.

Walter Hundley made a motion to approve the minutes of November 18 2022 as presented. The motion was seconded by James Roberts and passed 4-0.

Betty Mazor made a motion to accept the Director's report as presented. The motion was seconded by Walter Hundley and passed 4-0. (See attachment 1)

In other concerns, James Roberts made a motion to approve payment to Debbie Formyduval in the amount of \$44.50 for laundering the poll worker aprons. The motion was seconded by Walter Hundley and passed 4-0.

The board then addressed the fact that the BOE was in need of an additional employee due to the retirement of Thomas Vandiford. Following discussion, James Roberts made a motion that Henry L. Durham, Jr. be authorized to meet with Warren County Human Resources regarding posting of an Election Technician Position internally. The motion was seconded by James Roberts and passed 4-0.

Being no further business before the Board, Acting Chair Henry Durham adjourned the meeting at 5:22 PM.

Respectfully submitted,

(seal)

James Roberts-Secretary

ATTEST:

DIRECTOR'S REPORT
WARREN COUNTY BOARD OF ELECTIONS
PERIOD: JANUARY 01, 2023-JANUARY 31, 2023
PREPARED BY: DEBBIE FORMYDUVAL-DIRECTOR

ELECTION PROGRAMMING AND PREPARATION: During this period staff have been focused on review and sorting of materials from the November General Election. There were updates to addresses to be made as well as mailing of voter cards to voters that made address changes during the election cycle. A check with the Planning Department provided new addresses and ranges to be added to the system.

Following a training by county staff, we have been updating the Board of Elections webpage. This included adding agendas, updating the meeting schedule, reviewing the documents that are online and removing any that are now obsolete. We are still working towards adding minutes.

Scheduled campaign finance notices were mailed out by our office and some candidates were able to close their committee's following completion of reporting requirements for the November Election Cycle.

Staff have been completing security trainings that are provided by county administration. The training are provided periodically and certificates issued following completion of the trainings.

We are completing post-election activity including removal of voters that have had no contact for 2 federal elections and sending mailings to voters for which there has been no activity. There were over 600 mailings generated through the process. We are currently receiving responses from voters and updating our database.

The SBOE deployed a Seims release during the weekend of January 20, 2023 to make corrective measures to various programs based upon any legislation and/or administrative changes.

We have begun to prepare materials for candidate filing for the November Municipal Election. Filing will be in July for the municipal election.

We are receiving inquiries regarding various county offices that will appear on the ballot in 2024. Candidate filing for the 2024 election cycle will be in December of 2023. We will have local, state and federal offices on the ballot. Behind the scenes work starts long before the election. Being well organized is key to any successful election cycle. We are preparing precinct materials, checking inventory of materials and supplies, working on legal notices and working with vendors.

BUDGET: Preliminary budget preparations are underway. I spoke with the county commissioners on January 18th and provided a rundown of upcoming election related events including the Presidential Primary in the upcoming budget year. I also shared with the challenges of finding qualified applicants for the Election Technician position that was vacated in September 2022.

I am currently working with county IT staff to assess the technology needs for the Board of Elections and infrastructure wiring which has been in place since the mid-1990's when the building was initially remodeled.

KEEP WARREN COUNTY BEAUTIFUL: The local committee met on 1/10/2023 and set the entire month of March 2023 as Litter Sweep for Warren County roads. We have updated forms and provided information to the newspaper for an article that will run in early February.

MEETINGS AND TRAININGS FOR THIS PERIOD:

1/10/2023 Keep Warren County Beautiful Committee Meeting
1/11/2023 Online SBOE meeting
1/18/2023 Board of Commissioners Budget Meeting
1/25/2023 Online SBOE meeting

STATISTICS: See attached NVRA report for period.

WARREN COUNTY BOARD OF ELECTIONS

NVRA REPORT

Reporting Period: 1/1/2023 - 1/31/2023

Totals

Active	11,944
Inactive	975
Total Registration	12,919

REPORTING PERIOD

Registrations Approved	34
Total Registrations Removed	393
Inactive Registrations Removed	367

New Registrations

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	38
06 - Mail-in	1
07 - In-person	2
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	5
21 - Medicaid Renewal	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
	46

Duplicates

00 - No Application Source	38
01 - Public Assistance	12
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	6
06 - Mail-in	10
07 - In-person	4
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	4
21 - Medicaid Renewal	0
95 - Voter Return of NCOA	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	9

99 - Voter Change On Verification

0

83

Changes of Information

00 - No Application Source	1
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	9
06 - Mail-in	0
07 - In-person	3
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	1
21 - Medicaid Renewal	0
95 - Voter Return of NCOA	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	0
99 - Voter Change On Verification	0
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Verifications

# of 1st & 2nd verification mailings sent	713
# of 1st NCOA mailings sent	0
# of 1st verification returned undeliverable	654
# of verification returned by voter	0

Confirmations

# of confirmations returned by voter	8
# of confirmations sent	649
# of confirmations returned undeliverable	67
# of confirmations not returned at all	18

COUNTY STATISTICAL

Constitution	0
Democratic	7,882
Green	0
Libertarian	38
Republican	2,184
Unaffiliated	2,815
American Indian	527
Asian	25
Black	6,195
Multi-Racial	44
Native Hawaiian or Pacific Islander	2
White	5,267
Other	154
Undesignated	705
Hispanic	112
Not Hispanic	8,534
Undesignated	4,273

Female	6,707
Male	5,533
Undesignated	679

Unprocessed Registrations - Incomplete Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	0
95 - Voter Return of NCOA	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	0
99 - Voter Change On Verification	0

Unprocessed Registrations - Archive Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0
08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	0
95 - Voter Return of NCOA	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0
98 - Voter Change On Confirmation	0
99 - Voter Change On Verification	0

Unprocessed Registrations - Review Queue

00 - No Application Source	0
01 - Public Assistance	0
02 - Disability	0
03 - Other (ESC)	0
04 - Armed Forces	0
05 - DMV	0
06 - Mail-in	0
07 - In-person	0

08 - Library & High School	0
09 - Spanish Language Application	0
10 - Online Registration	0
17 - Registration Drives	0
21 - Medicaid Renewal	0
96 - Temporary FWAB Registrant	0
97 - Temporary FPCA Registrant	0

**MEETING SCHEDULE
WARREN COUNTY BOARD OF ELECTIONS
2023**

(Subject to change to meet the needs of the Board)

Date	Meeting	Purpose
February 14, 2023	Warren County Board of Elections	Regular Meeting
March 14, 2023	Warren County Board of Elections	Regular Meeting
April 11 2023	Warren County Board of Elections	Regular Meeting
May 09, 2023	Warren County Board of Elections	Regular Meeting
June 13, 2023	Warren County Board of Elections	Regular Meeting
July 11, 2023	Warren County Board of Elections	Regular Meeting
August 08, 2023	Warren County Board of Elections	Regular Meeting
Sept. 12, 2023	Warren County Board of Elections	Regular Meeting
October 10, 2023	Warren County Board of Elections	Regular Meeting
Nov. 14, 2023	Warren County Board of Elections	Regular Meeting
Dec. 12, 2023	Warren County Board of Elections	Regular Meeting

BOARD OF ELECTIONS

BUDGET WORKSHEETS FY 2023/2024

ORG	OBJ	DESCRIPTION	TYPE	LY ACTUAL	CY ORIG BUD	CY REV BUD	CY ACTUAL	REQUEST	RECOMMEND	ADOPTED	COMMENT
104170	512000	SALARIES	E	124,182.67	127,457.00	127,457.00	63,622.07	168,500.00	-	-	
104170	512001	SALARIES/PART-TIME	E	26,945.94	27,300.00	27,300.00	20,623.50	30,000.00	-	-	pres. Primary
104170	512005	BONUS	E	-	-	-	750.00	-	-	-	
104170	517000	BOARD MEMBER EXPENSE	E	3,176.32	4,000.00	4,000.00	1,796.89	5,000.00	-	-	pres. Primary
104170	518100	FICA	E	11,489.16	9,751.00	9,751.00	6,466.06	12,500.00	-	-	
104170	518200	RETIREMENT	E	14,091.31	15,423.00	15,423.00	7,438.58	21,000.00	-	-	
104170	518300	HOSPITALIZATION	E	29,147.00	31,787.00	31,787.00	31,787.04	32,000.00	-	-	
104170	519105	ELECTION PROGRAMMING	E	84,999.69	65,000.00	65,500.00	61,904.30	70,000.00	-	-	pres. Primary
104170	519202	LEGAL SERVICES	E	200.00	2,500.00	2,500.00	-	3,000.00	-	-	pres. Primary
104170	519400	CONTRACTED SERVICES	E	25,055.00	27,500.00	27,500.00	-	27,500.00	-	-	
104170	519901	POLL WORKERS	E	13,608.00	16,000.00	16,000.00	11,218.50	20,000.00	-	-	pres. Primary
104170	523125	COVID-19 SUPPLIES	E	-	-	-	-	-	-	-	
104170	523133	COVID CARES ACT BOE	E	-	-	-	-	-	-	-	
104170	525001	GAS & VEHICLE OPERATING EXP	E	180.53	500.00	500.00	40.87	800.00	-	-	pres. Primary
104170	526000	OFFICE SUPPLIES	E	5,189.92	7,000.00	7,000.00	4,986.12	8,000.00	-	-	
104170	526100	NON CAPITAL EQUIPMENT	E	64.29	2,000.00	2,000.00	-	2,500.00	-	-	
104170	526121	HAVA GRANT BOE	E	-	-	-	-	-	-	-	
104170	526133	COMPUTER EQUIP/NON-CAPITAL	E	377.11	5,000.00	5,600.00	3,345.51	5,000.00	-	-	
104170	526134	BOE CTCL EXPENDITURES	E	-	-	-	-	-	-	-	
104170	531101	TRAVEL ADVANCE	E	-	-	-	-	-	-	-	
104170	531102	TRAVEL EXPENSE	E	1,829.81	7,500.00	6,900.00	1,381.13	10,000.00	-	-	trainings board & staff
104170	532100	TELEPHONE	E	1,264.41	3,500.00	3,500.00	243.56	4,000.00	-	-	
104170	532102	INTERNET/EMAIL	E	2,454.71	2,500.00	2,500.00	1,342.98	2,500.00	-	-	
104170	532109	TELEPHONE/CELL	E	535.84	700.00	700.00	272.77	800.00	-	-	
104170	532500	POSTAGE	E	2,532.53	7,000.00	7,000.00	2,360.77	8,000.00	-	-	pres. Primary
104170	533000	UTILITIES	E	5,976.83	7,000.00	7,000.00	4,767.08	8,000.00	-	-	
104170	534000	PRINTING	E	2,944.40	6,000.00	6,000.00	2,301.08	6,000.00	-	-	
104170	535100	MAINTENANCE	E	2,345.97	15,000.00	15,000.00	464.58	10,000.00	-	-	
104170	535134	MAJOR BUILDING REPAIRS & MAINT	E	-	-	-	-	-	-	-	
104170	539100	ADVERTISING	E	10,563.33	10,000.00	10,000.00	4,045.16	12,000.00	-	-	pres. Primary
104170	541000	RENT	E	1,100.00	2,500.00	2,500.00	1,300.00	2,500.00	-	-	
104170	543000	COPY CHARGES	E	2,630.72	4,000.00	4,000.00	934.26	4,000.00	-	-	pres. Primary
104170	544000	OFFICE MACHINE MAINT CONTRACT	E	-	-	-	-	-	-	-	
104170	544005	EQUIPMENT LEASE PAYMENTS	E	-	-	-	-	-	-	-	
104170	549100	DUES AND SUBSCRIPTIONS	E	60.00	500.00	500.00	-	500.00	-	-	association of directors
104170	555005	COMPUTER EQUIPMENT	E	-	5,000.00	4,500.00	-	5,000.00	-	-	replacement systems
104170	555041	VOTING EQUIPMENT	E	-	-	-	-	-	-	-	
104170	555056	GRANT EXPENSE/PRECINCT UPGRADE	E	-	-	-	-	-	-	-	
104170	575000	VEHICLE/EQUIP LEASE PAYMENTS	E	-	-	-	-	-	-	-	
		TOTALS		372,945.49	412,418.00	412,418.00	233,392.81	479,100.00	-	-	