



# MEETING MINUTES

Board of Elections Meeting  
Thursday, May 13, 2021  
5:00 P.M.

## Board Members:

Philip A. Lehman, Chairman  
Michael H. Gray, Secretary  
Dawn Y. Baxton, Member  
Pamela A. Oxendine, Member  
Gregory D. Irby, Member

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**Board Members Present:** Chairman Philip A. Lehman, Secretary Michael H. Gray, Member Dawn Y. Baxton, Member Pamela A. Oxendine, and Member Gregory D. Irby

**Board Staff Present:** Elections Director Derek Bowens, Deputy Director Brenda Baker, Systems and Audit Manager Daniel Lassiter

**Guests in Attendance:** See Attendance Sheet

**Meeting Type:** In-Person and Zoom

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## Meeting Opening

Chairman Lehman called the meeting to order at approximately 5:02 p.m. at the Board of Elections Warehouse (2445 S Alston Avenue, Durham, NC 27703) and led the Pledge of Allegiance. Member Gregory Irby attended via Zoom.

## Approval of Agenda

Mr. Bowens presented the Board with the agenda for the meeting. Following review, Ms. Baxton moved to approve the agenda as submitted by staff. The motion carried 5-0.

## Approval of Minutes

Mr. Bowens presented the Board with the minutes from the February 11<sup>th</sup> and March 18<sup>th</sup> Board meetings. Following review, Ms. Baxton moved to approve the minutes with an amendment as suggested by Mr. Gray. The motion carried unanimously, 5-0.

## Director's Report

Mr. Bowens provided the Board with updates on List Maintenance, FY21 Budget, HAVA Subgrant Expenditures, Legislation/Litigation, Voting Equipment Acquisition, Candidate Filing, Potential Polling Place Splits/Consolidations and Upcoming Calendar Events.

## Public Comment

No comments or questions were provided in the public chat function or through the online submission portal.

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**New Business**

**a. Approval of Space Request Letter to Board of County Commissioners**

Mr. Bowens requested the Board to approve a Space Request Letter addressed to Chairwoman Howerton. The letter requests that the County conduct a feasibility study dedicated to finding 40,000 to 50,000 Ft<sup>2</sup> of contiguous administrative and warehouse space for the Board of Elections prior to 2024. Ms. Baxton moved to approve the Space Request Letter and the motion carried unanimously, 5-0.

**General Discussion**

Director Bowens informed the Board that the FY21-22 budget for the Elections Department will be fully funded in the County Manager’s recommended budget.

**Adjournment**

The Board adjourned at approximately 5:42 p.m. on a motion made by Mrs. Oxendine. The motion carried unanimously, 5-0.

S/Michael H. Gray  
Member