



# MEETING MINUTES

Board of Elections Meeting  
Monday, October 4, 2021  
5:00 P.M.

## Board Members:

Dawn Y. Baxton, Chairwoman  
Gregory D. Irby, Secretary  
Philip A. Lehman, Member  
Pamela A. Oxendine, Member  
David K. Boone, Member

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**Board Members Present:** Chairwoman Dawn Y. Baxton, Secretary Gregory D. Irby, Member Philip A. Lehman, Member Pamela A. Oxendine, and Member David K. Boone

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

**Guests in Attendance:** See Attendance Sheet

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

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## Meeting Opening

Chairwoman Baxton called the meeting to order at approximately 5:05 p.m. at the Board of Elections Warehouse (2445 S. Alston Ave, Durham, NC 27703) and led the Pledge of Allegiance.

## Approval of Agenda

Mr. Bowens presented the Board with the agenda for the meeting. Following review, Mr. Lehman moved to approve the agenda as submitted by staff. The motion carried unanimously, 4-0. Mrs. Oxendine was not present for this motion.

## Public Comment

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

## New Business

### a. Review of Absentee-By-Mail Ballots

- Mr. Bowens presented the Board with 76 Civilian and 6499 One-Stop absentee ballots and applications for review. Following discussion and physical review, Mr. Irby moved to approve a total of 6575 absentee ballots and applications and to also allow staff to scan all approved absentee ballots as preparatory steps prior to the count on Election Day in accordance with NCGS 163-234 (2) and (3). The motion carried unanimously, 5-0. The motion carried unanimously, 5-0.
  - Mr. Bowens presented the board with 16 military/overseas ballots. Following review of duplicated military/overseas ballots consistent with Board policy, Mr. Irby moved to approve 16 duplicated military/overseas ballots. The motion carried unanimously, 5-0.
  - Mr. Bowens presented the board with a review of 3 absentee ballots and applications that were designated as Witness Information Incomplete. Mr. Lehman moved to disapprove the 3 ballots that were missing witness information. The motion carried unanimously, 5-0.
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- Following the motions for the 3 Witness Information Incomplete ballots, the approved Absentee counts for the October 4, 2021 meeting was CIV 76, OVR 16 and One-Stop 6499 for a total of 6591.
- b. 2021 Municipal Primary Election – Chief Judge and Judge Substitutes**
- Mr. Bowens presented the Board with staff recommendations for Chief Judge and Judge Substitutes. Following review and discussion, Mr. Lehman moved to approve the recommended lists. The motion carried unanimously, 5-0.
- c. Approval of 2021 Municipal Primary Election Certified Lists**
- Mr. Bowens presented the Board with the 2021 Municipal Primary Election Certified Lists. Following review, Mr. Lehman moved to approve the certified lists. The motion carried unanimously, 5-0. In total the Board approved 9,272 absentee ballots to be counted on Election Day.

**General Discussion**

Mr. Bowens informed the Board that staff are prepared for Election Day. Since the last Board meeting, staff received an update from DPS. They have secured an appropriate number of custodians to ensure that schools are opened on time. There may be heavier traffic than usual at schools due to a higher number of parents dropping off children. In the event of a school lockdown, voting hours may need to be extended. Precinct site setups will be complete this evening.

**Adjournment**

The Board adjourned at approximately 5:36 p.m. on a motion made by Mrs. Oxendine. The motion carried unanimously, 5-0.

s/Gregory D. Irby  
Member