



# MEETING MINUTES

Board of Elections Meeting  
Tuesday, April 13, 2022  
5:15 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, Member Philip A. Lehman, Member Pamela A. Oxendine, and Member David K. Boone

**Board Staff Present:** Elections Director Derek Bowens, Deputy Director Brenda Baker, Absentee Coordinator Alan Resley, Logistics and Systems Manager David Beuttel, Voter Services Manager Daniel Lassiter, and Systems Specialist Julius Richards

**County Staff Present:** Senior Assistant County Attorney Willie Darby, General Manager Claudia Hager, and Chief Human Resources Officer Kathy Everett-Perry

**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 5:20 p.m. at the Board of Elections Warehouse (2445 S. Alston Ave, Durham, NC 27713) and led the Pledge of Allegiance. Mr. Irby was not present for the meeting.

## Approval of Agenda

Mr. Bowens presented the Board with the agenda for the meeting. Chairwoman Baxton asked for approval to make an adjustment to the agenda for a moment of silence to recognize the life and service of former precinct official Joel Wheeler. Mr. Lehman moved to approve the agenda as amended. The motion carried, 4-0.

## Approval of Minutes

Mr. Bowens presented the Board with minutes from the 3/10 Board meeting. Following review, Mr. Lehman moved to approve the minutes as submitted by staff. The motion carried, 4-0

## Public Comment

Comments were provided in the public chat function and addressed by Mr. Bowens.

## New Business

### a. Approval of 2022 Statewide Primary and Election Machine Logic and Accuracy Testing

- Mr. Bowens presented the Board with a certification document verifying logic and accuracy testing of all voting equipment being used for the May 17, 2022, Statewide Primary and Election. Following discussion and review, Mr. Boone made a motion to accept the

certification for logic and accuracy. The motion carried unanimously, 4-0. The certification document will be executed by Chairwoman Baxton.

**b. Review of Absentee-By-Mail Ballots**

- Mr. Bowens presented the Board with 20 absentee ballots and applications for review. Following discussion and physical review, Mr. Lehman moved to approve a total of 20 civilian absentee ballots and applications per the recommendation of staff. The motion carried unanimously, 4-0.
- Mr. Bowens presented the Board with 10 military/overseas ballots. Following review of duplicated military/overseas ballots consistent with Board policy, Mr. Lehman moved to approve 10 duplicated military/overseas ballots 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, 4-0.
- Mr. Bowens presented the Board with a review of 1 ballot and application that was designated as pending (no ballot in envelope). Following review, Mr. Lehman made a motion, contingent on voter intent following contact, that staff reissue the voter a new ballot packet. The motion carried unanimously, 4-0.
- Following the motion for the pending ballot and application, the approved absentee counts for the April 12, 2022, meeting was CIV 20 and OVR 10, for a total of 30.

**General Discussion**

Mr. Bowens provided updates regarding contracts with two radio stations who will run ads for the upcoming May 17, 2022, Statewide Primary and Election. It was also mentioned that the People’s Alliance stopped by the Board of Elections office to thank and recognize employees for their hard work. Lastly, Duke University agreed to allow the use of the Karsh Alumni and Visitors Center as a One-Stop site for the November 8, 2022, General Election.

Chair Baxton also instructed Mr. Bowens to find additional means to advertise, through local advertising companies, the upcoming 2022 Statewide Primary and Election to ensure voters are properly informed.

**Closed Session:**

The Board entered closed session under N.C.G.S §§ 143-318.11(a)(1), (a)(3), and (a)(6) at approximately 6:09 p.m. to discuss personnel matters and to preserve the attorney-client privilege regarding discussion on confidential data pursuant to N.C. Gen. Stat. §163-82.10. The Board returned to open session in accordance with N.C. Gen. Stat. §143-318.10(d) at approximately 6:53 p.m. to conduct business remaining before the Board.

**Adjournment**

The Board adjourned at approximately 6:54 p.m. on a motion made by Mrs. Oxendine. The motion carried unanimously, 4-0.

s/Gregory D. Irby  
Member