

Minutes
Jackson County Board of Elections
2/05/25 @ 1:00 p.m.
Regular Meeting

Board Members Present: Kirk Stephens, Ron Mau, Michael Moore, Roy Osborn and Ann Melton

Board Members Not Present: none

The meeting was called to Order by Chairman, Kirk Stephens at 1:00 p.m.

Public Comment: Joy Mischley, Director of the Center for Community Engagement and Service Learning for WCU introduced herself. Keith Blain made comments.

Agenda was approved: Michael Moore made the motion to approve the agenda, Ron Mau, seconded, and all members saying yes.

Minutes from 12/05/24 were approved: Ron Mau made the motion to approve the minutes as presented, Roy Osborn seconded, and all members saying yes.

Directors Updates were read by the Chairman.

Municipal Elections were briefly reviewed by the Chairman for the November 2025 election.

Personnel Matter: Ann Melton made a Motion to enter into a closed session as per NCGS 143-318.11 (a)(6), Roy Osborn seconded and all members saying yes. The Board went into closed session at 1:15 p.m.

Return to Open Session: A Motion was made by Ron Mau to return to open session, seconded by Ann Melton and all members saying yes at 1:53 p.m.

Ron Mau made a Motion to have the CB Director to schedule interviews, seconded by Michael Moore, and all members saying yes.

Motion To Adjourn was made by Michael Moore, seconded by Roy Osborn, and all members saying yes at 1:53 p.m.

Respectfully Submitted,



Ann Melton, Secretary

 2-18-25

Kirk Stephens, Chairperson

Date

Minutes
Jackson County Board of Elections
02/18/25 @ 9:00 a.m.
Regular Meeting

Board Members Present: Kirk Stephens, Ron Mau, Michael Moore, Roy Osborn and Ann Melton

Board Members Not Present: none

The meeting was called to Order by Chairman, Kirk Stephens at 9:00 a.m.

Public Comment: none

Agenda was approved: Ron Mau made the motion to approve the agenda, Michael Moore, seconded, and all members saying yes.

Minutes from 2/05/25 were approved: Roy Osborn made the motion to approve the minutes as presented, Ron Mau seconded, and all members saying yes.

Closed Session Personnel Matter: Ann Melton made a Motion to enter into a closed session as per NCGS 143-318.11 (a)(6), Michael Moore seconded and all members saying yes. The Board went into closed session at 9:01 a.m.

Return to Open Session: A Motion was made by Ron Mau to return to open session, seconded by Michael Moore and all members saying yes at 11:00 a.m.

Ron Mau made a Motion to have the CB Director to move forward with the hiring process, seconded by Michael Moore, and all members saying yes.

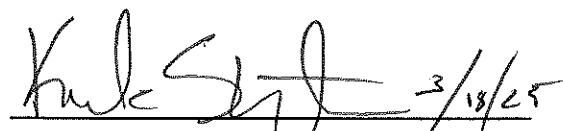
The next meeting date is scheduled for Tuesday, March 18, 2024 at 10:00 a.m.

Motion To Adjourn was made by Michael Moore, seconded by Ann Melton, and all members saying yes at 11:10 a.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

3/18/25

Minutes
Jackson County Board of Elections
3/18/25 @ 10:00 a.m.
Regular Meeting

Members Present: Ron Mau, Michael Moore, Roy Osborn and Ann Melton

Board Members Not Present: Kirk Stephens

The meeting was called to Order by Ann Melton, at 10:00 a.m.

Public Comment: None

Agenda was approved: Ron Mau made the motion to approve the agenda, Michael Moore seconded, and all members saying yes.

Minutes from 02/18/25 were approved: Roy Osborn made the motion to approve the minutes as presented, Ron Mau seconded, and all members saying yes.

Personnel Discussion: CBE Director Allen introduced department job descriptions, pay grades and Internal Technical support needed to address security requirements.

Legislative Changes: CBE Director Allen reviewed potential and passed Legislative Bills affecting elections. Director Allen also presented the CBE Department Descriptions and Goals.

2025-26 FY Budget: Michael Moore made the motion to approve the proposed CBE department budget for 2025-26, Roy Osborn seconded, and all members saying yes.

The next meeting date is scheduled for Thursday, May 1st, 2025 at 10:00 a.m.

Motion To Adjourn was made by Michael Moore, seconded by Roy Osborn, and all members saying yes at 11:05 a.m.

Respectfully Submitted,



Ann Melton, Secretary



Kirk Stephens, Chairperson

Date

Minutes
Jackson County Board of Elections
05/01/25 @ 10:00 a.m.
Regular Meeting

Members Present: Kirk Stephens, Ron Mau, Roy Osborn and Ann Melton

Board Members Not Present: Michael Moore

The meeting was called to Order by Chairman, Kirk Stephens at 10:14 a.m.

Public Comment: Jenna Kubiak from WCU introduced herself.

Agenda was approved: Ron Mau made the motion to approve the agenda, Roy Osborne seconded, and all members saying yes.

Minutes from 03/18/25 were approved: Ron Mau made the motion to approve the minutes as presented, Ann Melton seconded, and all members saying yes.

LEGAL AND SBE Updates: CBE Director Allen briefly discussed Legislative Bills, SB382 and the case of Griffin -vs- Riggs, which are still in court review and requires no action. She also makes sure to follow SBE guidance while working on voter maintenance and registrations.

2025-26 FY Budget updates: The budget hearing has been held for the CBE.

Director's Report: The CBE Director gave feedback from the Directors meeting which provided valuable training and insight of election laws. CBE Director Allen announced she is District 1, Personnel Representative for Outreach.

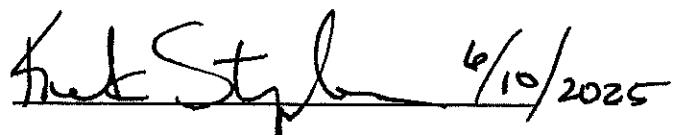
The next meeting date is scheduled tentatively for Tuesday, June 3rd or June 10th at 10:00 a.m. TBD by CBE Director Allen.

Motion To Adjourn was made by Ron Mau, seconded by Ann Melton, and all members saying yes at 10:47 a.m.

Respectfully Submitted,



Ann Melton, Secretary

4/10/2025

Kirk Stephens, Chairperson

Date

Minutes
Jackson County Board of Elections
06/10/25 @ 10:00 a.m.
Regular Meeting

Members Present: Kirk Stephens, Ron Mau, Michael Moore, Roy Osborn and Ann Melton

The meeting was called to Order by Chairman, Kirk Stephens at 10:00 a.m.

Public Comment: none

Agenda was approved: Michael Moore made the motion to approve the agenda, Ron Mau seconded, and all members saying yes.

Minutes from 05/01/25 were approved: Ron Mau made the motion to approve the minutes as presented, Roy Osborn seconded, and all members saying yes.

2025-26 FY Budget Updates: CBE Director Allen briefly reviewed the requested Proposed Budget for FY 2025-2026.

Director's Report: The CBE Director briefly outlined the State Board appointments, the invitation to neighboring counties to visit, meeting with local parties, and the potential outreach with schools.

County Election Board Member, Michael Moore read his departure letter.

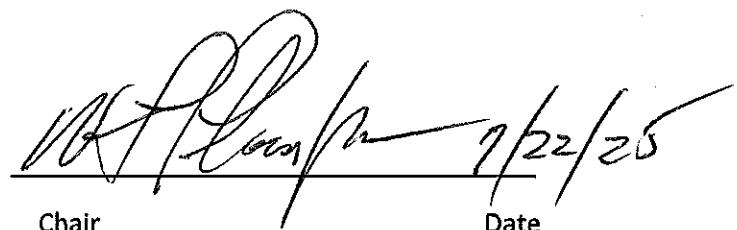
The next meeting date is scheduled for Tuesday, July 22, 2025 at 12:00 noon.

Motion To Adjourn was made by Michael Moore, seconded by Ann Melton, and all members saying yes at 10:20 a.m.

Due to the appointment of new board members, these minutes are signed and filed by the incoming Secretary and Chair following the new board swearing ceremony on July 22, 2025.

Respectfully Submitted,


Secretary


Chair 7/22/25
Date

Corrected

08/22/2025

7/22/2025

BT

Regular meeting

W.H.

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order - Bill Thompson at 12:05 PM, Jay Pavey led Pledge of Allegiance

Members Sworn in - Bill Thompson (Chairman), Wes Hanemayer, Roy Osborn, Jay Pavey, Betsy Swift

Secretary Nominated and Voted in - Bill Thompson Motion that Secretary be Wes Hanemayer, Roy Osborn 2nd, Unanimous vote approval.

Public Comment Rules Adopted - Wes Hanemayer motioned "Time for each comment be 3 minutes in length, with an extension of 5 minutes be approved by a majority board vote". Jay Pavey 2nd. Discussion for clarification Roy Osborn asked to confirm if the comment was to be 3 min + 5 min or total of 5 minutes. Clarification provided by Bill that it was 3 min + 5 min. Unanimous vote approving public comment rules.

Public Comment. None

Agenda was approved. 6/10/25 Details? Wes Hanemayer moved to accept. 2nd Roy Osborn. Unanimous vote yes.

Minutes from BOE meeting on 6/10/25 approved. Bill Thompson moved to accept. 2nd Wes Hanemayer. Unanimous vote yes.

BOE Budget 2025 – 2026 Fiscal year reviewed.

- Capital budget includes funds for required laptop replacements and Ballot printing machines tied to registration computers. Ballot printers have not been purchased as meetings with vendors will be conducted at the SBE conference in Wilmington NC on July 27th to 29th 2025. Quotes have been requested on required laptops.
- Operating budget reduced from requested. Noted we should be fine this fiscal year as we only have the Sylva, Webster, Forest Hills, Town of Highlands and Dillsboro municipal elections and the Federal Mid-term primary. These include early voting and Election Day.
- Details were provided on the process and benefit of accuracy and staff efficiency.
- Confirmed training will be retained on how to perform manual process if machines break.
- ATV book will be retained, proposed at Chief Judge station
- Timing desired to have new ballot printers in place by Municipal election

Municipal early Voting plan – Typically smaller turnout for municipal election. Early voting at Jackson County BOE office only. Early Voting will be Monday thru Friday 8AM to 5PM October 16th to October 31st. Plus 8AM to 3PM Saturday Nov. 1st.

- Bill Thompson Motioned approval of plan, 2nd by Jay Pavey. Unanimous vote yes

Precinct Judge Appointments – Preliminary basic report presented to the board on proposed election day judges. This report has been provided to Jackson County GOP and Democrat parties for review, comment and vetting. Election day judges serve a two-year term. Judges must be appointed by August 19th 2025.

Early voting judges are appointed prior to each election. Plan is being compiled, and potential judges are being contacted. Municipal early voting plan near complete.

List of potential judges shared for review by the board.

Directors Report. CBE Director Amanda Allen presented for review and discussion.

- Memorandum re Registration Repair project. Who does not have last 4 Social Security or Drivers license number on their voter registration. Jackson county has 230 people on this list. Jackson county BOE staff have cleared approximately 30%. If the voter registration cannot be cleared the state board will send a letter to the voter noting, they will be required to vote provisionally. State board WEB site has many details on the process and records.

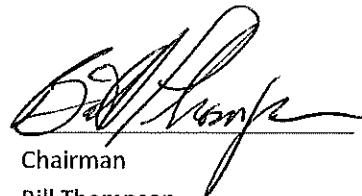
- Memorandum on Same Day registration. This is the same as the numbered memo from SBE in 2023. No change in guidance. Reissued including foot notes covering discussion around the memo.
- Numbered Memo 2025-01 addresses UOCAVA (Oversees Service Members, study abroad etc.) Defines those in this category must follow the same process as all other voters, including but not limited to the photo ID law. Includes for Citizens who have never lived in the USA they are eligible to vote on Federal elections but not state or local. It was presented how the board may need to handle ballots cast. Currently being discussed with department of defense how this will be rolled out to bases etc.
- Report on candidate filings for Jackson County municipal elections this fall presented and reviewed. This info is available on Jackson County BOE WEB site and the SBE WEB site for review.
- Reviewed attendance at the State Conference in Wilmington NC. Roy Osborn complimented Amanda Allen for her attentiveness and efficiency on organizing this.

The next meeting date. Next meeting set at BOE office Aug 12th 2025 10AM.

Motion to adjourn. Roy Osborn motioned to adjourn, Bill Thompson 2nd. Unanimous vote yes



Secretary
Wes Hanemayer



Chairman
Bill Thompson

Minutes
Jackson County Board of Elections

08/06/2025

Regular meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 10:03 AM, Jay Pavey led Pledge of Allegiance

Public Comment. None

Agenda was approved. 8/06/25 Bill Thompson moved to accept. 2nd Betsy Swift. Unanimous vote yes.

Minutes from BOE meeting on 7/22/25 approved. Jay Pavey moved to accept. 2nd Wes Hanemayer. Unanimous vote yes.

Consideration of Town of Highlands Board of Commissioners Unexpired Candidate Filing. Macon County Board of Elections has voted yes on 8/06/25 at 8:00 AM to open the filing period for candidates for Highlands Board of Commissioners. The period will be:

- Monday August 11th 8 AM (Open)
- Friday August 22nd 12 Noon (Close)

Bill Thompson moved to accept the filing be opened as noted above for Jackson County. Jay Pavey 2nd. Unanimous vote yes.

The next meeting date. Next meeting set at BOE office Aug 12th 2025 10AM.

Motion to adjourn. Bill Thompson motioned at 10:07 AM to adjourn, Unanimous vote yes



Secretary

Wes Hanemayer



Chairman

Bill Thompson

Minutes
Jackson County Board of Elections

08/12/2025

Regular meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 10:00 AM, Jay Pavey led Pledge of Allegiance

Public Comment. None

Agenda was approved. 8/06/25 Bill moved to accept. 2nd Roy. Unanimous vote yes.

Minutes from BOE meeting on 8/06/25 approved. Roy moved to accept. 2nd Jay. Unanimous vote yes.

2025 Election Day Judge Appointments for two years from 08/19/2025. The list as presented was approved by both Democrat and Republican County committees. Wes moved to accept. 2nd Jay. Unanimous vote yes.

Roy noted there were lots of new names replacing some names that had been judges prior. Amanda noted the changes also tracked the ratio was following the State Board and Jackson County Board. This is led by there being a Republican Chief judge and Partisan judge at each precinct. This will require lots of training demands which will also expand our pool of potential judges as we move forward.

Directors Report.

City of Highlands opened their Candidate Filing for the vacated unexpired seat was on August 11th. To date no one has filed to run for that seat. The open Filing period will end Friday August 22nd.

Jackson County BOE staff will be performing community outreach at the library in Sylva on Thursday August 14th, 2025, to promote voting and getting a BOE voter photo ID created for already registered voters. The ID creation system while at the library will be maintained with strong security including.

- Hardwired Internet connectivity
- Access to SEIMS Account with multi-level user verification
- Presence of BOE staff at all times to secure the ID creation machine
- Confirmation ID of the individuals getting BOE Voter photo ID

Registered voters can also attain a BOE Voter ID at the Jackson County BOE office during regular working hours.

BOE staff will also re-release on Friday August 22nd, 2025, the UOCAVA 100-day notice with the correct candidates list.

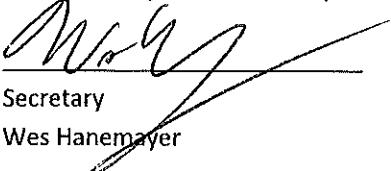
Jackson county HR is moving forward with posting the approved BOE IT position.

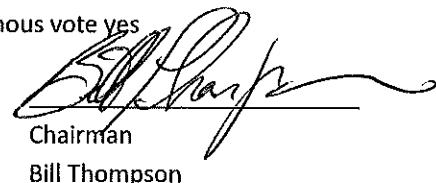
Point of action on Absentee Meetings. These will be every Tuesday for the Five (5) Tuesdays prior to election day. Time of day for each meeting will be 10 AM for the municipal election. If there are no absentee ballots to review / approve that weekly meeting will be cancelled 5 PM the day before the scheduled meeting. Bill motioned to approve the absentee process time and date. Wes 2nd. Unanimous vote yes.

Absentee ballots must be in the mail latest of October 3rd, 2025.

The next meeting date. Next meeting set at BOE office Sept. 9th, 2025, 10AM. Jay motioned to accept. Betsy 2nd. Unanimous vote yes.

Motion to adjourn. Bill Thompson motioned at 10:19 AM to adjourn, Unanimous vote yes


Secretary
Wes Hanemayer


Chairman
Bill Thompson

Minutes
Jackson County Board of Elections

09/19/2025

Emergency meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 9:04 AM, Jay Pavey led Pledge of Allegiance

Public Comment. None

Agenda was approved. 9/19/25 Bill moved to accept. 2nd Jay. Unanimous vote yes.

Minutes from BOE meeting on 8/12/25 approved. Jay moved to accept. 2nd Roy. Unanimous vote yes.

Consideration of Sylva Ballot Reprinting Resulting from Dwight McMahon dropping out of the Sylva municipal elections, the board voted on reprogramming the voting selections and reprinting the ballots removing Dwight from the ballots.

Last minute withdrawal will be noted to the press. Poll workers will be provided a script if voters inquire re Dwight's dropping out of the election.

Bill moved to accept, Jay 2nd. Unanimous vote yes.

Directors Outreach activity update.

Jackson County BOE staff continue the community outreach activity at several events and locations in Jackson County. The initiatives of this outreach are registering voters and providing the State of NC voter IDs to previously registered and currently active voters. A sample of locations and activities are:

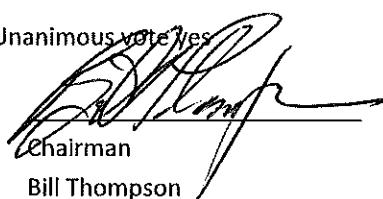
- National Day of Service activities
- Freshman orientation at WCU

The next meeting date. Next regular meeting remains set at BOE office Sept. 30th, 2025, 10AM.

Motion to adjourn. Bill Thompson motioned at 9:19 AM to adjourn, Jay 2nd Unanimous vote yes

Secretary

Wes Hanemayer



Chairman
Bill Thompson

Regular Meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 10:00 AM, Jay Pavey led Pledge of Allegiance

Public Comment. None

Agenda was approved. 9/30/25 Wes moved to accept. 2nd Jay. Unanimous vote yes.

Minutes from BOE meeting on 9/19/25 approved. Jay moved to accept. 2nd Bill. Unanimous vote yes.

Absentee Ballots for Approval by the Board - None presented

Notice of Buffer Zones - Maps for polling locations to be used for upcoming elections presented and reviewed by Board members. Noted that Cullowhee will have a new entrance, party tents and campaign restriction boundary. Maps are available on Jackson County BOE WEB site.

Bill motioned to accept the maps, Jay 2nd. Unanimous vote yes.

Director's Report

Numbered Memos

1. 2025-02 Provisional Voting for Registration Repair Voters
Board and BOE team reviewed status of activity related to the memo. BOE staff have worked on curing the 280 registered voters present. To date 90 have been cured.
2. 2025-03 Procedures When Identification Numbers Do Not Validate
The memo items do not affect the upcoming municipal election in November 2025. Work by the BOE staff continues efforts to cure voter records affected.

Hiring Update: Computer & GIS Tech position

The goal is to fill this approved position post the November 2025 election.

Precinct Worker Pay

Amanda presented an analysis of the pay currently approved for Precinct workers. The immediate action taken was to up the salary of other judges to equal the Chief judge.

Motion to approve Bill. Roy 2nd. Board members Voting yes Bill, Wes, Roy and Betsy, Jay abstained.

ExpressVote printers

Budget is approved to purchase printers. Technical review is complete, determining they will work in the Jackson County elections.

Wes motioned the Jackson County BOE purchase the required printers, Roy 2nd. Unanimous vote yes.

Election Updates

Amanda noted that the training of poll workers for the upcoming municipal election has been completed.

2025 Municipal Election Early Voting Precinct Officials

- R: Kim Maynor, Mary Johnson, Linda Miville, Karen Johnson, Patti LoGrippo
- D: Kristin Kane, Ellerna Forney, Rebecca Herbers, Patsy Lovedahl
- U: Ken Westmoreland, Billy Noell

2025 Election Day Precinct Officials

- Cullowhee: Matt Mason, Patti LoGrippo, Ellerna Forney, Ken Westmoreland, Patsy Lovedahl
- Sylva-Dillsboro: Kim Maynor, Mary Johnson, Kristin Kane, Billy Noell, Allison Tomas
- Webster: Linda Miville, Lara Caldwell, Rebecca Herbers, Karen Johnson, Charlotte Queen-Jackson

Tentative 2025 Municipal Election Calendar

- 9/30 - 10am - Absentee Meeting #1*
- 10/7 - 10am - Absentee Meeting #2*
- 10/14 - 10am - Absentee Meeting #3*
- 10/21 - 10am - Absentee Meeting #4*
- 10/28 - 10am - Absentee Meeting #5*
- 11/4 - Election Day
 - Polls open 6:30am-7:30pm
 - Absentee Meeting 5:30pm - 7:30pm
 - Close EV polls 7:30 pm, collect materials, read/report results
- 11/7 - 2pm - Supplemental Absentee & Provisional Meeting*
- 11/10 - 9am - Hand-to-Eye Sample Audit
- 11/14 - County Canvass
 - 9am - Supplemental UOCAVA Meeting*
 - 11am - Canvass (MANDATORY attendance)

Note: Candidates can request recount thru 5pm 11/17, Election protests can be made through 5pm 11/18 so block off through Thanksgiving. Will also want to schedule interviews, After Action meeting, Primary prep (depending on deadlines)

*ABS return cutoff of 5pm day prior, can cancel if 0 ballots.

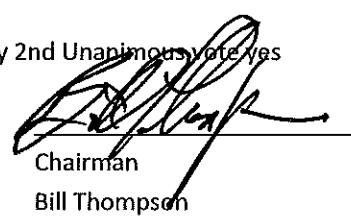
Jay moved to accept the staffing as presented. Roy 2nd. Unanimous vote yes.

Logic and accuracy testing – Trey led the review of the Voting systems to be used for the upcoming municipal election. This included but was not limited to the ballot markers, vote tabulation devices and their related encryption. Amanda reviewed the precinct results gathering procedures and reporting to SBE. Board members participated in the use of the systems in a sample election procedure.

The next meeting date. Next regular meeting remains set at BOE office October 7th, 2025, 10AM. May be cancelled should no absentee ballots be available to review. Meetings will be in the kitchen area as the board room will be setup for the upcoming Municipal election.

Motion to adjourn. Wes Hanemayer motioned at 12:26 PM to adjourn, Betsy 2nd Unanimous vote yes


Secretary
Wes Hanemayer


Chairman
Bill Thompson

Regular Meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 10:00 AM, Jay Pavey led Pledge of Allegiance

Public Comment. None

Agenda was approved. 10/21/25 Jay moved to accept. 2nd Roy. Unanimous vote yes.

Minutes from BOE meeting on 9/30/25 approved. Roy moved to accept. 2nd Betsy. Unanimous vote yes.

Director's Report

1. Numbered Memo 2023-06 Election Observers
Minor change on when an observer can be appointed. Early voting update
2. Early Voting Update
Minor Activity with in-person voting. Strong absentee voter participation, mainly from retirement home voters.
3. Registration repair project
Activity continuing with additional registrations being cleared. Approximately 150 still outstanding. Greater focus on active voters. IT team from the state has provided good tools to help with the process.
4. Work on Primary Election activities
State has not published election calendar yet. This is partially affected by potential congressional district remapping. Jackson County board needs to set early voting calendar and plan. This will include defining what early voting precincts will be open and when. Some variables on scheduling. County attorney preparing a site agreement between the BOE and the sites. Proposal made for date and time for defining Jackson County early voting plans. This will set the foundation for the next election.

Motioned meeting set for November 18th 10 AM. Wes 1st, Bill 2nd, Unanimous Yes.

Resolution for the counting of Absentee and provisional ballots.

The board will meet at 2:00 PM on the Friday November 7th post the Jackson County municipal elections. Aligning Jackson County with SB 382. Motion to accept Bill 1st, Betsy 2nd, Unanimous Yes.

Absentee Ballots for Approval by the Board – Staff have researched and entered the voter system the info of each absentee voter participating. Board activity was to review and scan ballots in a bi partisan manner for each ballot. Activity complete for 17 ballots.

Enter Closed Session. Closed session started per NCGS 143-318.11 (a) (6) at 11:07 discussing recruitment. Motion to enter Bill 1st. Wes 2nd. Unanimous Yes.

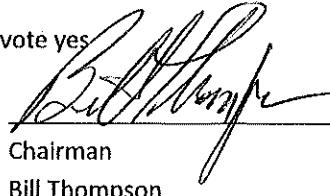
Exit Closed Session. Motion at 11:55 to exit closed session. Wes 1st, Betsy 2nd, Unanimous Yes. Exit closed session

The board decided to move forward with the interview process on October 29th 2025 should all parties be available to be interviewed to fill the open tech position.

The next meeting date. Next regular meeting remains set at BOE office October 28th, 2025, 10AM. Meetings will be in the kitchen area as the board room will be setup for the upcoming Municipal election.

Motion to adjourn. Bill motioned at 11:55 AM to adjourn, Roy 2nd. Unanimous vote yes


Secretary
Wes Hanemayer


Chairman
Bill Thompson



JACKSON COUNTY
Board of Elections

**Jackson County
Board of Elections**
876 Skyland Dr., Suite 1
Sylva, NC 28779
828.586.7531

**RESOLUTION OF THE JACKSON COUNTY BOARD OF ELECTIONS
CONCERNING THE COUNTING OF ABSENTEE & PROVISIONAL BALLOTS**

On October 21, 2025 the Jackson County Board of Elections met at the Board of Elections office and adopted the following resolution:

BE IT RESOLVED by the Jackson County Board of Elections that:

1. The Jackson County Board of Elections shall meet at 2:00 p.m. on Friday, November 7 at the Board of Elections office to count absentee and provisional ballots.
2. Any voter of the county may attend this meeting and observe the count.
3. The results of the absentee ballot count will be announced by 5:00 p.m. that day.

ADOPTED this 21 of October, 2025 by the Jackson County Board of Elections.



Bill Thompson, Chair

DK
29 Minutes
21-October-2025 // 11:38 AM

Regular Meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 11:38 AM, Roy led Pledge of Allegiance

Public Comment. None

Agenda was approved. 10/29/25 Wes moved to accept. 2nd Bill. Unanimous vote yes.

Minutes from BOE meeting on 10/21/25 approved. Betsy moved to accept. 2nd Jay. Unanimous vote yes.

Director's Report

1. Update on Early voting activity on Municipal elections

As of 10/28/25

- 168 Early Votes
- 17 Absentees
- 5 Provisional

All process and equipment working well

2. Election Calendar

Reviewed to confirm as previously outlined. Board member duties finalized.

Enter Closed Session. Closed session started per NCGS 143-318.11 (a) (6) at 11:57AM discussing recruitment. Motion to enter Roy 1st, Jay 2nd. Unanimous Yes.

Recess. Motion to Enter at 1:44 PM Bill 1st Betsy 2nd. Unanimous Yes

Return from Recess. Motion to Return at 2:57 PM Bill 1st Wes 2nd. Unanimous Yes

Exit Closed Session. Motion at 4:39 PM to exit closed session. Wes 1st, Roy 2nd, Unanimous Yes. Exit closed session

The board completed interview activity of parties applying for open tech position.

Motion to adjourn. Wes motioned at 4:39 PM to adjourn, Bill 2nd. Unanimous vote yes


Secretary

Wes Hanemayer


Chairman
Bill Thompson

Regular Meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 5:00 PM, Jay led Pledge of Allegiance

Public Comment. None

Agenda was approved. 11/04/25 Jay moved to accept. 2nd Wes. Unanimous vote yes.

Minutes from BOE meeting on 10/29/25 approved. Roy moved to accept. 2nd Jay. Unanimous vote yes.

Director's Report

1. Update on Early voting activity on Municipal elections

As of 11/04/25

- 301 Early Votes
- 19 Absentees Civilian
- 1 UOCAVA
- 5 Provisional

All process and equipment working well

2. Election Participation – As of 4:00 PM at 25% of electorate. Previous year was 23% at close of polls.

3. HR – Candidate for Tech position has completed paperwork and background check

4. Next Standard meeting set for November 18th 10:30 AM Bill moved to set the meeting date and time, Roy 2nd, Unanimous Yes.

5. Registration for Winter training discussed. This is a Video Conference training on January 26th and 27th 2026. Bill, Roy, Jay, Betsy and Wes all expressed commitment to attend.

Review and casting of remaining Absentee and UOCAVA ballots. Board reviewed and cast the ballots.

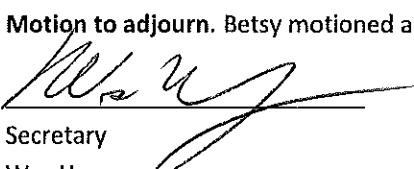
- 2 Civilian
- 1 UOCAVA

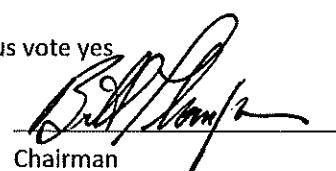
Recess. Motion to Enter at 5:33 PM Bill 1st Betsy 2nd. Unanimous Yes

Return from Recess. Motion to Return at 7:23 PM Bill 1st Betsy 2nd. Unanimous Yes

Voting Closed. Absentee and Early voting closed at 7:30 PM. Board signed acceptance of Absentee voting totals at 7:32 PM and Early voting totals at 7:33 PM

Motion to adjourn. Betsy motioned at 7:39 PM to adjourn, Wes 2nd. Unanimous vote yes


Secretary
Wes Hanemayer


Chairman
Bill Thompson

Regular Meeting

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 2:00 PM, All led Pledge of Allegiance

Public Comment. None

Agenda Modified. Roy moved to add Director's report to the agenda. Wes 2nd. Unanimous vote yes.

Agenda was approved. 11/07/25 Bill moved to accept. Roy 2nd. Unanimous vote yes.

Minutes from BOE meeting on 11/04/25 approved. Bill moved to accept. Roy 2nd. Unanimous vote yes.

Director's Report

1. After final reconciliation it was reported the voter participation level was 29.7% of the electorate.
2. Initial review of ballots and systems is that all numbers balance.
3. SBE has determined that Jackson County BOE will review the early voting for the Mayoral races in Sylva, Dillsboro, Webster and Forest Hills.
4. SBE has determined that Jackson County BOE will review the day of election voting for the city of Webster.

Provisional Ballots for approval by the Board. Jackson County BOE continues to fine tune their process.

1. Total 19 Provisional ballots to review
2. Not Jurisdictional ballots 3.
3. Property divided by Jurisdictional lines determined that 2 voters were within district. Wes moved to accept, Roy 2nd. Unanimous vote yes.
4. Property confirmed within the jurisdictional lines for 14 voters. Bill moved to accept, Jay 2nd. Unanimous vote yes.
5. Photo ID exception for 1 voter reviewed for approval, determined voter was valid. Betsy moved to accept, Bill 2nd. Unanimous vote yes.
6. DL-SSN exception reviewed for 2 voters, determined valid. Jay moved to accept, Betsy 2nd. Unanimous vote yes.
7. Provisional ballot envelopes opened by bi partisan board member teams.
 - 17 scanned by bi partisan team.
 - 2 write ins duplicated and scanned by bi partisan team.
8. Board signed all scanned in report tapes from DS 200.
9. Ballots registered and recorded in election system at 3:12 PM

Motion to adjourn. Wes motioned at 3:14 PM to adjourn, Jay 2nd. Unanimous vote yes


Secretary

Wes Hanemayer


Chairman
Bill Thompson

Minutes
14-November-2025 // 11:00 AM

Municipal Canvas

Members Present - Bill Thompson, Betsy Swift, Jay Pavey, Roy Osborn, Wes Hanemayer

Meeting called to order- Bill Thompson at 11:00 AM, Jay led Pledge of Allegiance

Public Comment. None

Agenda was approved. 11/14/25 Roy moved to accept. Jay 2nd. Unanimous vote yes.

Minutes from BOE meeting on 11/07/25 approved. Betsy moved to accept. Jay 2nd. Unanimous vote yes.

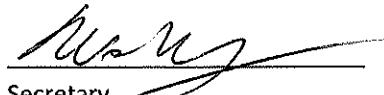
Board review of Canvas materials. Jackson County BOE continues to fine tune their process.

1. Board reviewed Sample Hand to Eye paper ballot counts
2. Board reviewed returns from Absentee ballots
3. Board reviewed Election Day returns per precinct
4. Board reviewed Provisional ballot returns

Jay moved to accept and certify election results. Betsy 2nd. Unanimous vote yes. Bill declared Election certified.

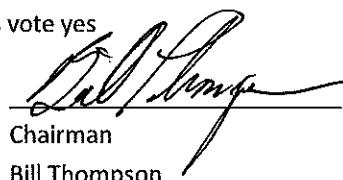
Amanda printed out final Canvas Abstracts of vote totals in triplicate. All board members signed final Canvas Abstracts.

Motion to adjourn. Wes motioned at 11:39 AM to adjourn, Jay 2nd. Unanimous vote yes



Secretary

Wes Hanemayer



Chairman

Bill Thompson

Standard Meeting

Members Present - Bill Thompson, Betsy Swift, Roy Osborn, Wes Hanemayer, Jay Pavey arrived at 10:58 AM

Meeting called to order - Bill Thompson at 10:32 AM, Roy led Pledge of Allegiance

Public Comment. Bill detailed the rules of public comment. 3 minutes per speaker, with option of additional 5 minutes with board vote approving. Six individuals commented on locating an early voting location at the WCU campus. Comments completed at 10:50 AM.

Meeting Recess at 10:52 AM. Pending the arrival of Board Member Jay Pavey, Roy moved to recess, Wes 2nd. Unanimous Vote yes.

Meeting return from Recess at 10:58 AM. Bill moved to return to session. Roy 2nd. Unanimous Vote Yes.

Agenda was approved. 11/18/25 Bill moved to accept. Betsy 2nd. Unanimous vote yes.

Minutes from BOE meeting on 11/14/25 approved. Betsy moved to accept. Jay 2nd. Unanimous vote yes.

Directors Report. Amanda reviewed the below items.

1. Presented March 2026 Candidate filing info rules and procedures. This is posted on the BOE Web site.
2. Presented Recent Public records request activity.

After Action discussion. Jackson County BOE continues to fine tune their process.

Review feedback from staff, stakeholders and poll workers with the goal of determining if there are any changes or enhancement to the election process required or desired to improve the election process.

Primary Early voting Plan discussion: There was extensive discussion regarding the demand for the current quantity of five (5) early voting sites. Amanda presented documents noting the level of activity at each of the five current (5) early voting sites. Also, the details of the hours and days each site must be open and the uniformity requirement across all sites were presented. The SBE rules note that if the plan does not receive unanimous approval of the Jackson County BOE the plans presented by the majority and by the minority must be presented to the SBE for their action later.

It was determined to table the official decision pending further site visits in the Cullowhee area must be conducted to determine if a single site is available to allow reduction from two (2) to one (1) Primary voting site.

Roy moved that we table the vote on the current primary voting site plan, Betsy 2nd. Jay, Roy, Betsy and Wes vote Yes. Bill voted no.

Firm deadline for the Early voting plan for the primary to be submitted to the state is December 19th, 2025.

Motion to have next General meeting December 9th, 10:00 AM. Wes moved, Bill 2nd. Unanimous Vote yes

Pay Scales for Chief Judge and Support workers. The past activity and discussions on this subject were reviewed. Proposed that Chief Judge would be \$14 per hour and Judge and assistant to be paid \$13. Bill moved to accept the new pay plan, Jay 2nd. Unanimous vote yes.

Additional public comment. Wes moved to open public comment up for one person, Betsy 2nd. Unanimous vote yes.

Motion to adjourn. Bill motioned at 12:12 PM to adjourn, Jay 2nd. Unanimous vote yes

Wes Hanemayer
Wes Hanemayer (Dec 19, 2025 11:49:41 EST)

Secretary

Wes Hanemayer

Bill Thompson
Bill Thompson (Dec 19, 2025 11:49:41 EST)

Chairman

Bill Thompson

11.18.25 Minutes BOE V1.1

Final Audit Report

2025-12-10

Created:	2025-12-09
By:	Amanda Allen (amandaallen@jacksonnc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAs_NL8rU19rSnVgTPT3vALjk4aAQOZTmJ

"11.18.25 Minutes BOE V1.1" History

- 📄 Document created by Amanda Allen (amandaallen@jacksonnc.org)
2025-12-09 - 10:11:55 PM GMT
- ✉️ Document emailed to Wes Hanemayer (weshanemayer@jacksonnc.org) for signature
2025-12-09 - 10:11:58 PM GMT
- 👁️ Email viewed by Wes Hanemayer (weshanemayer@jacksonnc.org)
2025-12-10 - 4:46:06 PM GMT
- ✍️ Document e-signed by Wes Hanemayer (weshanemayer@jacksonnc.org)
Signature Date: 2025-12-10 - 4:46:42 PM GMT - Time Source: server
- ✉️ Document emailed to Bill Thompson (billthompson@jacksonnc.org) for signature
2025-12-10 - 4:46:44 PM GMT
- 👁️ Email viewed by Bill Thompson (billthompson@jacksonnc.org)
2025-12-10 - 4:58:33 PM GMT
- ✍️ Document e-signed by Bill Thompson (billthompson@jacksonnc.org)
Signature Date: 2025-12-10 - 4:59:18 PM GMT - Time Source: server
- ⌚ Agreement completed.
2025-12-10 - 4:59:18 PM GMT



Adobe Acrobat Sign

Standard Meeting

Members Present - Bill Thompson, Betsy Swift, Roy Osborn, Wes Hanemayer, Jay Pavey

Meeting called to order- Bill Thompson at 10:00 AM, Jay led Pledge of Allegiance

Public Comment. Bill detailed the rules of public comment. 3 minutes per speaker, twenty-one (21) individuals commented on locating an early voting location at the WCU campus. Comments completed at 10:50 AM.

Agenda was approved. 12/09/25 Roy moved to accept. Betsy 2nd. Unanimous vote yes.

Minutes from BOE meeting on 11/18/25 approved. Jay moved to accept. Roy 2nd. Unanimous vote yes.

Primary Early voting Plan:

Rules regarding procedures for voting and what happens if vote on the plan motioned on is not unanimous. These were presented verbally to all in attendance by Amanda Allen.

Majority and Minority presentations: There were two presentations made regarding Jackson County Early Voting Cullowhee site for the Primary voting February / March 2026. The core subject matter for both was where the single voting site for the Cullowhee community (Precinct) region would be located. Within the region is the WCU campus along with full time Jackson County residents.

SBE expectations for Voting Sites

- Easily accessed by all voters
 - o ADA Compliant
 - o Adequate parking close to Voting site
 - o Easy to enter building and access to voting area
- Fiscally responsible for county taxpayers
- Secure dedicated for duration of Early Voting
- Adequate space for legally required Campaigning / Electioneering area
- Reusable for future Election activity (Including Election Day)

Roy Osborn presentation – Representing the minority position on the Jackson County BOE Board. The base position was that within the Cullowhee Precinct the only building spaces large enough to meet the above demands and the combined voter numbers are on the WCU campus for a General Election such as the upcoming mid-term. The position further stated that the current site for the Cullowhee Precinct in the Parks and Recreation (Cullowhee Rec Center) building room(s) presented as being available are not sufficient in size to support all voters (~5000 or more) during the 14-day Mid-Term General Election Early Voting period for the entire Cullowhee precinct. Note if all WCU voter traffic is moved to the Cullowhee Rec Center there will likely be a significant increase in same day registration activity at that site.

WCU has offered a secure 2,700 Sq. Ft. space in the Health and Human Sciences (HHS) building along with 20 voter designated parking spots for both the Early Voting and Election Day activity, with ADA compliant doors at the site entrance. This location is at 3971 Little Savannah Rd, Cullowhee NC, approximately 1 mile off Hwy 107. This site is also on the WCU Cat Trans route plus has a sidewalk along the one (1) mile of road from Hwy 107 to the HHS building as well as a pedestrian bridge across busy Rt 107 that connects to Little Savannah Rd.

Bill Thompson Presentation – Representing the majority position on the Jackson County BOE Board. Bill has visited five (5) sites including but not limited to the Cullowhee Rec Center and the WCU HHS facility. The majority position is that for the upcoming Primary Early and Day of Election Voting period days that the Cullowhee Rec Center is the best location. Based on historical Cullowhee precinct Primary Early Voting activity this site is more than sufficient to meet all the demands. It is understood if all WCU voter traffic is moved to the Cullowhee Rec Center there will likely be a significant increase in same day registration activity at that site. This of course only applies to qualified voters that have not preregistered to vote in Jackson County. In addition, most voters are familiar with the location as it has been used

for 20+ years. The voting logistics are well established at this site. Most importantly for elderly and ADA access the voting rooms are a flat walk from the parking areas to the voting rooms.

The HHS facility was rated as second best based on the following limitations. The designated parking is a little confusing to get to, even with good signage. This parking is also sloped making it difficult for elderly voters. The top upper slots are much flatter than sloped. Being a green field location, this will also take setting up all the required logistics for voting, including but not limited to data connectivity.

The Clinic access at the HHS building which is the best ADA compliant access due to it being very flat is on the lower level. Should voters park here they will either have lots of stairs to navigate or a long walk to the available elevators.

Both the HHS and Cullowhee Rec site are approximately 1.7 miles from the center of the WCU campus.

Jay moved that we use the four (4) below sites for the Primary February / March 2026 Early voting locations, Wes 2nd the motion. Jay, Bill and Wes vote Yes. Betsy and Roy voted no.

- Cashiers Rec Center (255 Frank Allen Dr. Cashiers NC)
- Qualla Community Building (181 Shoal Creek Church Rd. Whittier NC)
- Sylva BOE office (876 Skyland Dr. Suite 1, Sylva NC)
- Cullowhee Rec Center (88 Cullowhee Mtn Rd. Cullowhee NC)

With the vote not being unanimous the majority and minority opinions will now be presented by representatives from both the majority and minority positions to the State Board of Elections. They can decide to take the majority or minority positions or select their own plan. What is selected will then need to be followed by the Jackson County BOE. Firm deadline for the Early voting plan for the primary to be completed by December 19th, 2025.

Motion to adjourn. Roy motioned at 11:42 AM to adjourn, Betsy 2nd. Unanimous vote yes


Secretary
Wes Hanemayer


Chairman
Bill Thompson