

**STATE OF NORTH CAROLINA
COUNTY OF CARTERET
BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
SPECIAL MEETING
February 9, 2017
9:00 am**

I - Meeting Called to Order

The Carteret County Board of Elections met on this date for a special meeting. Board Secretary Jeanette Deese called the meeting to order at 9:00 am. Secretary Jeanette Deese, Member Marjorie Holland, Director Sharon Lewis, and Deputy Director Katie Muns were present. Board Chair M. Sue Verdon was not present.

II – Review and Discussion Fiscal Year 2017/2018 Budget

Board and staff discussed the following with regard to the FY 2017/2018 proposed budget:

- Number of regular elections (3) as well as the number of potential elections (6) – A spreadsheet is attached to the budget setting out the cost for each potential election
- Number of possible board members (4) depending on outcome of current legislative issues.
- Travel – Amount could change due to the possibility of an additional board member.
- Redistricting – Still pending due to legislation
- Goals and Objectives – Secretary Deese would like to add that in order to meet the statutory deadlines for mail, we would like to purchase a small postage meter.
- Postage – This requested amount is based on NCOA mailings, address changes, new registrations, absentee ballots, list maintenance mailings
- Meeting Conference and Training – The budget amount provides for four trainings per year for six people at each training.
- Contracted Services – Truck rental for delivery and pick up of one stop and election day equipment. Ryder Truck Rental is the only rental agency in the area that has trucks with lifts available. The budgeted amount for truck rental is based on the number of elections. This line item also includes a postage meter with a 3 year contract at \$2,700.00 per year and a storage unit to store the overflow of supplies and equipment.
- Coastal Security – This is the alarm system for the BOE office. If the alarm is activated, a signal is automatically transmitted to the police and fire departments. The security company also places a call to office personnel.
- Fee Schedule – The candidate filing fee for the Harkers Island Sanitary District was added as well as the cost of purchasing a precinct official training manual. The training manual will be placed on the Board of Elections website and can be downloaded, but the fee for a printed copy for someone other than precinct officials will be charged \$25 for a printed copy. Candidate filing fees for other offices are based on 1% of the starting salary for that particular office. Secretary Deese requested that staff verify the starting salaries for these positions.
- Personnel Position Request –The board requested that a salary increase for Elizabeth Hargett, Election Specialist, II, be placed in the budget. In addition, an increase in the number of hours for the 2nd part time position will also be placed in the budget.
- Part Time Wages – This includes precinct officials, one-stop workers, rovers, bi-partisan teams, and board members.

Secretary Deese made a motion to approve the recommended proposed budget with the changes suggested. Member Holland seconded and the motion passed 2-0.

IX – Adjournment

There being no further business, the meeting adjourned at 11:00 am.

Respectfully submitted,

M. Sue Verdon, Chair

Jeanette Deese, Secretary

Marjorie Holland, Member

Date Approved _____

Date Signed _____