

**STATE OF NORTH CAROLINA
CARTERET COUNTY
BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
SPECIAL MEETING
AGENDA
January 19, 2017
9:00 am**

I - Meeting Called to Order

The Carteret County Board of Elections met on this date for a special meeting. Board Chair M. Sue Verdon called the meeting to order at 9:00 am. Chair M. Sue Verdon, Secretary Jeanette Deese, Member Marjorie Holland, Director Sharon Lewis, and Deputy Director Katie Muns were present. Jackie Starkey with the Carteret County News Times was also present.

II - Public Comment

There was no public comment.

III - Approval of Minutes for the November 7, 2016, November 8, 2016, November 15, 2016, November 16, 2016, November 17, 2016, November 18, 2016, November 28, 2016, December 7, 2016, December 14, 2016, and January 4, 2017 Board of Elections Meetings

Chair Verdon made a motion to approve the minutes of the November 7, 2016, November 8, 2016, November 15, 2016, November 16, 2016, November 17, 2016, November 18, 2016, November 28, 2016, December 7, 2016, December 14, 2016, and January 4, 2017 Board of Elections Meetings with amendments. The motion was seconded by Member Holland and passed 3-0.

IV - Update and Discussion of New Voting Equipment

Staff provided the board with the Procedures for Recommendation of Purchase of Certified Voting System from the State Board of Elections. The board has completed the following steps:

- Witnessed a demonstration of the recommended new voting equipment
- Recommended the purchase to the County Board of Commissioners
- The new voting equipment was tested during the March 2016 Primary Election at the Board of Elections One Stop Site
- The County Board of Commissioners have approved the purchase of the voting equipment and funds have been placed in the Board of Elections budget for FY 2016/2017.

The Board requested that staff proceed with acquiring final State Board of Elections approval, and procuring a contract with ES&S, for approval at the February 1, 2017 Board of Elections meeting. The Board also requested that staff make arrangements for this to be placed on the consent agenda for the February County Board of Commissioners meeting.

Chair Verdon made a motion to proceed with the final steps for purchase of the new voting systems. The motion was seconded by Member Holland and passed 3-0.

V - Discussion of FY 2017-18 Elections Department Budget

Staff provided the board with reports that have been prepared with regard to the FY 2017/2018 Board of Elections budget. Staff requested input from the board regarding items for the upcoming budget.

Staff informed the board of items they would like to request be placed in the 2017/2018 budget:

- Printers for full time staff
- Printers for one stop – 20 Replacement printers for one stop sites
- Digital video alert system (baby monitor) – 28 – 1 for use as a curbside alert for each election precinct
- Stools for use while testing voting equipment or during recounts
- First aid kits 33 – 1 for each precinct and one stop site
- Blue rolling bags (for delivery/storage of ballots, laptops, etc) for replacement of damaged bags
- Utility carts - 2 – for use in moving equipment within the office space
- Folding machine for mail
- Lateral filing cabinets - 2
- Miscellaneous supplies for DS 200 (new voting equipment)
- Blue ballot storage bins for DS200s – 10 extra for one stop transfers to be added to contract for new voting systems

Staff would also recommend rental of a storage unit for storing non-sensitive items (voting booths, handicap ramps, etc.). This storage unit would be 10 x 10 x 10 in the Beaufort Square Mini Storage complex adjacent to the Board of Elections office. The Board of Elections is currently restricted to available space in the office complex. Moving non-sensitive items to a storage unit off site will permit staff space for voting equipment, printers, laptops, as well as storage for records that are required to be retained for specific periods of time.

Member Holland discussed the lease of a postage machine. Board and staff discussed the three models available for lease as well as postage and supplies that would be required to operate the meter. Member Holland recommended the DM400 based on information provided by Pitney Bowes.

Board and staff also discussed the need for part-time employees in the office. Board recommended that the budget contain a request for two part time (999 hour) employees for the 2017/2018 FY year. The Board also requested that a request for a salary increase for the Election Specialist II position be included in the budget.

Staff informed the board that the two part-time office employees had exceeded the 999 hours during the month of November. This was unavoidable due to the demands required in the office for the November 2016 Presidential Election. At the time, it was determined that these two employees were going to exceed the hourly limit, Director Lewis contacted Amanda Tesch with the Carteret County HR Department to request advice on the best way to proceed. Ms. Tesch informed Director Lewis that these two employees were required to be added to the LGERS Retirement System as they had exceeded the 999 part time hours. Ms. Tesch also explained that in December, when they were no longer working the additional hours, they could be removed from the retirement system. Director Lewis and staff permitted the two employees to continue working in the month of December based on the information provided by the Human Resources Department. Director Lewis completed the PAFs to remove these employees from the retirement system and return them to their regular part time hours. Subsequently, Director Lewis received a call from Ms. Tesch stating that she was not able to remove them from the retirement system.

Member Holland would like to request an increase to \$12.00 per hour for these two employees if they are, in fact, required to participate in the North Carolina State Retirement System.

Director Lewis will follow up with the North Carolina State Retirement System to determine the requirements for part-time employees in this situation.

VI – Adjournment

There being no further business, the meeting was adjourned at 10:51 am.

Respectfully submitted,

M. Sue Verdon, Chair

Jeanette Deese, Secretary

Marjorie Holland, Member

Date Approved _____

Date Signed _____