

**STATE OF NORTH CAROLINA
COUNTY OF CARTERET
BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
BOARD MEETING
February 1, 2017
9:00 am**

I - Meeting Called to Order

The Carteret County Board of Elections met on this date for a regular 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 16, 2016, and January 19, 2017 Board of Elections Meetings

Member Holland made a motion to approve the minutes of the November 7, 2016, November 16, 2016 and January 19, 2017 Board of Election minutes. The motion was seconded by Secretary Deese and passed 3-0.

IV - Update on Proposed Voting Equipment Purchase

Staff provided the board with a copy of the Request for Approval to Replace Voting Equipment to be completed by the State Board and the contract prepared by ES&S for the purchase of forty DS200 voting tabulators. The office has yet to receive approval of the contract from the State Board of Elections. Director Lewis will follow up with the State Board within the next couple of days. Approval of the contract by the Carteret County Board of Commissioners is scheduled on the Consent Agenda for the February 20, 2017 meeting. Secretary Deese requested that staff prepare a cover memo to go to the county commissioners providing background information on the purchase. Once the contract is executed, we will be prepared to order equipment for delivery in approximately one month from date of order. Print Elect will deliver, set-up and test the DS200s and make certain that all equipment is working properly. Staff will also test the equipment to insure there are no issues. There was a difference in the amount of the original quote and the initial contract. Staff discovered that the blue ballot boxes for the DS200s were not included in the price of the tabulator. After discussing this with ES&S, they agreed to adjust the contract to match the original quote.

Staff informed the board that they had traveled to Print Elect in New Bern to look at possible carts to replace the current carts we are using. The staff was unable to view the cart as Print Elect had taken the cart to Buncombe County. The carts that were available were not as heavy or as functional as the ones we now have. Staff feels it would be best to modify the current carts opposed to purchasing new. Secretary Deese requested that the contract be sent to Rob Wheatly, the County attorney, for his review. Member Holland made a motion to approve the contract with ES&S in the amount of \$212,375.00 for the purchase of forty DS200 digital image scanners. The motion was seconded by Chair Verdon and passed 3-0

V - Update 2017/2018 Budget

The board and staff discussed both the regular scheduled elections as well as the potential elections for Fiscal Year 2017/2018. Staff provided the board with an updated proposed budget for FY 2017/2018 as well as spreadsheets containing the amount, per election, if additional elections are required. Board and staff also discussed the potential funds that would be required pending the outcome of legislation increasing the number of members on local county election boards. The Board also requested that a pay increase be placed in the budget for the Election Specialist, II, position.

Board and staff also reviewed the line items for:

- Machine Equipment and Testing.
- Advertising – Atlantic Beach Election, Precinct Official publication, November Municipal Election, and 2018 Primary Election
- Polling Place Rent

VI - Update Part Time Staff Retirement Benefits

Director Lewis provided the board with copies of emails received from the NC State Retirement System pertaining to the two part time employees being required to sign up and pay for retirement benefits. Board requested that the Director contact the County Manager and the HR Department to request a refund of 100% of the amount withheld erroneously by the County. The Board also requested that the Director contact Retirement System to determine the proper procedures required to correct this error and refund the amounts to the employees. Director Lewis informed the board that at the time the part time employees were at the 990 hour limit, she contacted HR and was told that it would be permissible for these two employees to sign up for retirement for the month of December and in January the process could be reversed. At the time the PAFs were forwarded to HR to remove the employees from the retirement system, Director Lewis was informed that this was not permitted, and they would be required to stay on the retirement system as long as they were employed by the County.

VII - Director's Report

There was no Director's report.

VIII - Board Comment

Secretary Deese asked if there had been any word from the State Board regarding the challenge to a deceased voter and the protest to a felon who had voted in the November Election. Director Lewis explained she had provided the State Board with additional information regarding these two issues. Director Lewis also reported that the Sheriff of Carteret County had called the office discussing the same. Director Lewis will contact the investigator at the State Board and request a status report on these items.

IX – Adjournment

There being no further business, the meeting was adjourned at 10:30 am

Respectfully submitted,

M. Sue Verdon, Chair

Jeanette Deese, Secretary

Marjorie Holland, Member

Date Approved _____

Date Signed _____