

**COUNTY OF CARTERET  
BOARD OF ELECTIONS  
1702 Live Oak Street, Beaufort, NC 28516  
BOARD MEETING  
MINUTES  
February 7, 2018  
9:00 am**

**I - Meeting Called to Order**

The Carteret County Board of Elections met on this date for a regular meeting. Chair Marjorie Holland called the meeting to order at 9:00 am. Chair Marjorie Holland, Vice Chair/Secretary Jeanette Deese, Director Sharon Lewis, and Deputy Director Katie Muns were present.

**II - Public Comment**

There was no public comment.

**III - Approval of Minutes for the January 3, 2018 Board of Elections Meeting**

The board reviewed minutes for the January 3, 2018 meeting. Vice Chair/Secretary Deese made a motion to approve the minutes as submitted. The motion was seconded by Chair Holland and passed 2-0.

**IV - Discussion One Stop Plan for the May Primary**

Staff provided the board with information and statistics with regard to the May 2014 and the March 2016 Primary Elections and the number of one stop early voters casting their ballot at each one stop site. A copy of those statistics are attached. After discussion, the board decided that three sites should be open for the May 8, 2018 Primary Election. The Board of Elections office in Beaufort, Fort Benjamin Park in Newport, and Western Park Community Center in Cedar Point. The hours for each site would be Monday through Friday from 8:00 am until 5:00 pm and 8:00 am until 1:00 pm on the final Saturday. Vice Chair/Secretary Deese made a motion to approve the One Stop Plan for the 2018 Primary Election with the Board of Elections office in Beaufort, Fort Benjamin Park and Recreation in Newport, and the Western Park Community Center in Cedar Point as the One Stop Early Voting Sites with all three sites being open from 8:00 am until 5:00 pm Monday through Friday and 8:00 am until 1:00, pm on the last Saturday, May 5<sup>th</sup>. The motion was seconded by Chair Holland and passed 2-0.

**V - Discussion of Number of Precinct Assistants Needed for the May Primary**

Staff provided the board with the number of precinct official assistants that worked during the 2014 and 2016 primary elections. Board and staff reviewed the lists and discussed the number of assistants that would work during the 2018 primary election. After the review and discussion of the needs for the primary election the board agreed that the following assistants would be needed:

- Atlantic Beach – 2,
- Broad Creek – 4,
- Beaufort 1 – 2,
- Beaufort 2 – 2,
- Bogue – 2,

- Cape Carteret/Cedar Point – 2,
- Davis/Stacy/Williston – 0,
- Emerald Isle – 4,
- Harkers Island – 2,
- Indian Beach/Salter Path - 0,
- Marshallberg/Smyrna – 0,
- Mill Creek – 0,
- Merrimon – 0,
- Morehead 1 – 2,
- Morehead 2 – 2,
- Morehead 3 – 2,
- Morehead 4 – 2,
- Newport 1 – 2,
- Newport 2 – 2,
- North River – 2,
- Otway/Bettie/Straits – 2,
- Peletier – 2,
- Pine Knoll Shores – 2,
- Stella – 2
- Wiregrass/Harlowe – 2
- Wildwood – 2

Chair Holland made a motion to approve the number of assistants for each precinct as listed above. The motion was seconded by Vice Chair/Secretary Deese and passed 2-0.

The board and staff continued the discussion from the January meeting regarding the pay for precinct officials, one stop officials, rovers, bi-partisan teams and part time office clerks. The board and staff reviewed precinct official pay from other board of elections within the state. Vice Chair/Secretary Deese made a motion to place a request for funds in the 2018/2019 fiscal year budget for salary of \$12 an hour for Chief judges, \$11.50 an hour for judges, \$11 an hour for assistants, \$12 an hour for office clerks, \$12 an hour for one stop officials, \$12 an hour for rovers, and a flat rate of \$25 or \$12 an hour (whichever is greater) for bi-partisan teams. The motion was seconded by Chair Holland and passed 2-0.

#### **VII - Discussion Regarding Assigned Duties of Director**

Director Lewis provided the board with Duties and Responsibilities of the Director from various other board of elections offices in the state. The board stated that they would table this item until a later meeting in order to review these items as well as applicable statutes.

#### **VIII - Budget Discussion**

The Board and staff reviewed a draft of the proposed budget for the 2018/2019 fiscal year. Board and staff discussed all items in the proposed budget (copy attached) and the board requested the following items be amended: a 5% salary increase each for the director and deputy director, and a 10% raise for the election specialist II. The board also requested that items in the budget with regard to board members, be prepared using the proposed 4 member board.

#### **IX -Director's Report**

The director provided the following materials to the board for their review:

- Statement of Economic Interest Newsletter and filing forms
- List of Primary Election deadlines
- Strategic Plan

**X - Board Comments**

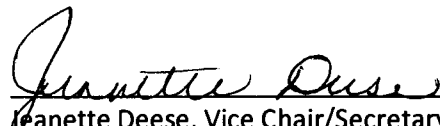
The board and staff discussed scheduling a meeting for the following week in order to review the proposed Strategic Plan and the 2018/2019 proposed budget. Chair Holland made a motion to schedule a special meeting for final budget discussion and review as well as review of the Strategic Plan on Wednesday, February 15th, at 9:00 am. The motion was seconded by Vice Chair/Secretary Deese and passed 2-0.

**XI - Adjournment**

There being no further business, the meeting was adjourned at 11:45 am.

Respectfully submitted,

  
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Marjorie Holland, Chair

  
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Jeanette Deese, Vice Chair/Secretary

Date Approved 3-5-18

Date Signed 3-5-18