

**COUNTY OF CARTERET BOARD OF ELECTIONS**  
**1702 Live Oak Street, Beaufort, NC 28516**  
**Regular Monthly Meeting Minutes, September 1, 2021**  
**9:00 AM**

**I. Meeting Called to Order**

Chair Susan Cuthrell called the meeting to order at 9:00AM.

**Board Members Present:** Chair Susan Cuthrell, Vice Chair Marjorie Holland, Secretary Jeanette Deese, Member Gillikin, and Member Gerald Godette

**Staff Members Present:** Director Caitlin Sabadish and Deputy Director Margot Burke

**Others Present:** Carol Geer; League of Women Voters, Norma Hall; League of Women Voters, Ralph Hall; League of Women Voters

**II. Approval of Agenda**

Member Gillikin made a motion to approve the September 1, 2021 regular meeting agenda. Member Godette seconded the motion and the motion was passed unanimously.

**III. Public Comment**

Carol Geer asked to confirm the One-Stop early voting hours and locations for the November 2, 2021 Municipal Election.

**IV. Approval of Minutes**

Director Sabadish presented the minutes from the August 17, 2021 Regular Meeting for approval. Secretary Deese made a motion to approve the August 17, 2021 Regular Meeting minutes as presented. Vice Chair Holland seconded the motion and the motion passed unanimously.

**V. Director's Report**

a. Notice of Temporary Change of Precinct

Director Sabadish mentioned that notice of precinct cards will be mailed out to affected voters no later than thirty (30) days prior to the election in the Atlantic Beach precinct noticing temporary precinct relocation, voters in the Beaufort Two precinct, the North River precinct, the Newport Two precinct, and the Wildwood precinct noticing the temporary transfer.

b. Precinct Official Training Dates and Correspondence

Deputy Director Burke distributed copies of the One-Stop and Election Day training manuals to the Board. Staff also told the Board that correspondence concerning training dates and working the Election were mailed out to all applicable precinct officials.

c. Board Meeting Dates

Director Sabadish provided an updated list of important dates to the Board for reference.

**VI. Board Comments**

Chair Cuthrell opened the floor for Board comments. No action was required by the Board.

Chair Cuthrell

Chair Cuthrell thanked staff for their hard work and preparations getting ready for the November Municipal Election.

Member Gillikin

Member Gillikin encouraged staff to keep up the good work as they get ready for the upcoming November Election.

**VII. Closed Session in accordance with GS 143-318.11 (1) for the purpose of discussing personnel**

Vice Chair Holland made a motion to go into closed session in accordance with GS 143-318.11 (1) for the purpose of discussing personnel. Secretary Deese seconded the motion and the motion passed unanimously.

**VIII. Return to Open Session**

Vice Chair Holland made a motion to return to open session. Member Godette seconded the motion and the motion passed unanimously. Upon returning to open session Vice Chair Holland made a motion to approve merit increases for staff to include 2.5% for Director Sabadish, 2.25% for Deputy Director Burke, and 2.0% for the Elections Specialist II, Brenda Smith based on employee performance evaluations, noting that Elections Specialist I, Lerzan Altan, is not yet eligible to receive a merit increase due to being hired after December 31, 2020. The motion was seconded by Member Gillikin and the motion was passed unanimously. Chair Cuthrell noted that she would submit the merit spreadsheet accordingly, as requested by Human Resources.

**IX. Adjournment**

Member Gillikin made a motion to adjourn the meeting. The motion to adjourn was seconded by Member Godette and the motion was passed unanimously.

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Susan Cuthrell, Chair

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Marjorie Holland, Vice Chair

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Jeanette Deese, Secretary

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Dale Gillikin, Member

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Gerald Godette, Member