

COUNTY OF CARTERET BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
Special Meeting Minutes, February 18, 2020
4:30PM

I. Meeting Called to Order

Chair Susan Cuthrell called the meeting to order at 4:30PM.

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

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

II. Review and approval of FY 20-21 budget

Director Sabadish presented the Board with an excel spreadsheet showing FY19-20 budget for comparison as well as how much has been spent to date for each line item. Director Sabadish provided the Board with an estimate for each line item projecting FY20-21 spending and predicting one Presidential General Election in this fiscal year.

Salaries:

The Board recommended that Director Sabadish request and budget for an additional full-time employee, making four full-time employees. The Board and staff stressed the importance of the justification points and benefits of having an additional full-time employee. Secretary Gillikin made a motion to request an additional full-time, Elections Specialist I position for the amount of \$30,000.00 annually based on the salary of an entry level position. Member Godette seconded the motion and the motion was passed unanimously. If the Elections Department is denied an additional full time employee, the Board recommends asking for a one year temporary employee. If the one year temporary employee is denied, we will ask to maintain operations with that we currently have- three full-time staff and two part-time staff.

Part-Time:

The Board discussed the need to increase the budget for part-time employees to combat the increase in registered voters and increase in precinct officials for the November 3, 2020 Presidential General Election. The Board recommends that staff conduct addition research and talk with the HR department to reach an estimated cost for this line item.

Board Members:

Staff recommended budgeting this line item separately. In the past, the budget for this line item was \$0.00 and Board Member pay was grouped in with part-time. Staff recommends separating and using this line item to track Board Member expenses separately from part-time employees. This will provide more clarity when budgeting future part-time employees based on election patterns.

Director Sabadish advised that the budget submission to Finance would be delayed due to the additional research to be conducted on the line items and also due to the timing and budget due date coinciding with the March 3, 2020 Presidential Primary Election.

The Board suggested that Director Sabadish meet with the Finance Department and Human Resources Department to get additional questions answered concerning employee pay, benefits, and document submission. Director Sabadish also agreed to contact Pitney Bowes to get an accurate estimate on postage costs, contact PrintElect for equipment estimates, and pull past invoices to better estimate supplies, advertising, and other line items. This subject will be tabled and discussed at the next special Board meeting to be held February 25, 2020.

III. Adjournment

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

Susan Cuthrell, Chair

Jeanette Deese, Vice Chair

Dale Gillikin, Secretary

Marjorie Holland, Member

Gerald Godette, Member