

COUNTY OF CARTERET BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
Special Meeting Minutes, February 25, 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

Others Present: Elise Clouser; NewsTimes

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 to include recommendations and research from the previous meeting on February 18, 2020. Director Sabadish provided the Board with a more educated projection for each line item for FY20-21 spending and predicting one Presidential General Election. Director Sabadish made the Board aware that she had met with the Finance Department and HR Department and also conducted additional research to provide the Board with more appropriate figures. Pending the Board's approval of the budget, the deadline for submission is Friday February 28, 2020.

Salaries:

After meeting with HR and Finance, Director Sabadish explained that the amount budgeted for this line item includes the difference of what it would cost for a full-time employee subtracted by the cost for two part-time employees (minimum required to function) to show how much of an increase an additional full-time employee would cost. The figure noted for the line item was automatically generated through a salary worksheet, specific to Elections, provided by the Finance Department and the figures include all benefits that would go along with adding an additional full-time employee and how it would affect additional line items. This line item will increase from the previous fiscal year due to the addition of a full-time employee.

Part-Time:

Director Sabadish recommended that this line item be decreased from the budgeted amount of the previous fiscal year due to only having one election in FY20-21. Director Sabadish noted that this line item includes two part-time office staff at 999 hours per year and 200 precinct officials for one election.

Board Members:

Director Sabadish recommended an increase to this line item due to separating Board Member expenses from the part-time wage line item. This line item includes 12 regular Board meetings, 18 special meetings,

Election Day pay, Canvass pay, and conference hourly pay, not to include travel expenses, for five Board members. This recommendation was based on past meeting history from the 2016 Presidential General.

FICA Expenses:

Decrease due to only budgeting for one election; automatically generated based on salary and part-time wages.

Retirement Contribution:

Increase; automatically generated based on salary.

Hospitalization Insurance:

Increase; automatically generated based on salary.

Unemployment Comp.:

Same as last fiscal year, per HR

Workmen's Comp.:

Same as last fiscal year, per HR

401K Plan:

Increase; automatically generated based on salary.

Supplies:

Director Sabadish recommended a decrease for this line item due to unused funds from previous fiscal year and only one election.

Small Equipment:

Under the Board's direction to replace the outdated AutoMarks, Director Sabadish recommended the funds for this line item based on a quote to replace equipment from PrintElect. This quote and recommended budget would include the purchase of 38 ExpressVote ballot marking devices (\$128,153.50) and a compatible standalone reporting system (\$3,548.00). Additional funds have been reserved should the Board of Elections need to purchase new voting booths or require additional equipment throughout the year to prepare for the November Election.

Travel:

Director Sabadish recommended that this line item remain the same as the previous fiscal year due to having identical requirements. This line item included the Board's and staff's mileage for One-stop, Election Day, and additional travel expense for the same number of employees.

Telephone & Data Services:

Director Sabadish recommended an increase to this line item to budget for County provided work phones for the Director and Deputy Director as directed by the Board. This line item also includes monthly office expenses and Chief Judge cell phone use during elections.

Postage:

Director Sabadish recommended a 5% increase to this line item from the previous fiscal year due to the anticipated increase of registered voters and increased mailings.

Utilities:

Director Sabadish recommended that this line item remain the same as the previous fiscal year due to having no changes in monthly expenses.

Director Sabadish also noted that the amounts that contribute to this line item are coded by Parks & Rec. because we share office space.

Commercial Printing:

Director Sabadish recommended a decrease for this line item as we are only printing ballots, mailers, and envelopes for one election, but also notes the scale of the Presidential General Election.

Reproduction:

Director Sabadish recommended that this line item remain the same as the previous fiscal year in budgeting \$0.00.

Maintenance & Repair Equipment:

Director Sabadish recommended that this line item remain the same as the previous fiscal year. This line item budgets for the annual software licensing and maintenance agreement with ES&S for voting equipment.

Advertising:

Director Sabadish recommended that this line item be decreased due to only budgeting for one election. Director Sabadish also recommended that a larger percentage of this budget be dedicated to precinct official recruitment in an effort to increase the number of precinct officials for the November 2020 General Election.

Data Programming:

Director Sabadish recommended a decrease for this line item due to only budgeting for one election. This line item includes the ballot coding expenses.

Temporary Help:

Director Sabadish recommended that this line item remain the same as the previous fiscal year, but noted that this could change pending approval of the requested budget for an additional full time employee. Should we be denied an additional full-time employee, we will request an increase to this line item to budget for a temporary full-time employee per the Board's recommendation.

Meetings/Conference Training:

Director Sabadish recommended that this line item remain the same as the previous fiscal year due to the same number of employees budgeted and the same number of State mandated trainings.

Renting Polling Places:

Director Sabadish recommended that this line item be decreased due to the Board's recommendation to consolidate some of our precincts and to also budget for one election.

Copier Lease:

Director Sabadish recommended that this line item be decreased due to the county changing companies and decreasing the monthly lease payment. Addition funds were included in this line item to budget for an increase in colored copies in preparation for the November 2020 General Election.

Rent Office Space:

Director Sabadish recommended that this line item increase slightly due to the monthly rent charge. Director Sabadish noted that the monthly amount

remained the same, but the previous fiscal year was under budgeted for the monthly expense.

Contracted Services:

Director Sabadish recommended that this line item be decreased due to only budgeting for one election. Funds will be allotted for regular monthly expenses, such as Culligan, but decreased for election based contactors such as Ryder Trucks.

Insurance Equipment:

Director Sabadish recommended that this line item remain the same as the previous fiscal year in budgeting \$0.00.

Dues & Subscriptions:

Director Sabadish recommended that this line item be increased to maintain the five member Board dues and four membership dues for the Director's Association. This line item also included an annual subscription to the local newspaper.

Capital Outlay:

Director Sabadish recommended that this line item remain the same as the previous fiscal year budgeting \$0.00.

Secretary Gillikin made a motion to approve the budget as presented to accommodate the Board's suggestions. This motion was seconded by Member Godette and the motion was passed unanimously.

III. Adjournment

Member Holland 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