

COUNTY OF CARTERET BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
Regular Meeting Minutes, August 7, 2019
9:00 AM

I. Meeting Called to Order

Chair Rick Heal called the meeting to order at 9:04 am. Vice Chair Jeanette Deese, Secretary Dale Gillikin, Member Marjorie Holland, Member Susan Cuthrell, Interim Deputy Director Shawne Southard; Jaime Long Director of Human Resources at Carteret County and Dale Sowers Mayor of Peletier were present.

Mayor Sowers wanted the Board to know that Peletier is growing fast, with 500 new homes coming in. Mayor Sowers would like the Board to keep in mind that Peletier may be small now, but will be growing so if the Board is thinking of combining Precincts to keep that in mind. Mayor Sowers also relayed that the Town of Peletier is constructing a new community building that will be 50 X 70 feet with bathrooms and a kitchen and hopefully finished within the next 2 years next to the current town hall.

II. Closed Session – Confidential Information & Personnel §143-318.11 (1) (6)

Secretary Gillikin made a motion to go into closed session pursuant to §143-318.11 (1) (6) for the permitted purpose of discussing confidential and personnel information. Member Cuthrell seconded. Motion passed unanimously.

III. Open Session

Member Cuthrell made a motion to return to open session at 10:06 am. Vice Chair Deese seconded. Motion passed unanimously.

IV. Approval of Agenda

Secretary Gillikin made a motion to approve the agenda with the following adjustments; add Public Comment after Approval of Agenda, add Pay Scale Adjustment after Public Comment, add Board Comments after Interim Director Report, add Closed Session for the Purposes of Personnel §143-318.11 (6) after Board Comments and add Incident Reports under Interim Director Report . Vice Chair Deese seconded. Motion passed unanimously.

V. Public Comment

No public comment.

VI. Pay Scale Adjustment

Secretary Gillikin made a motion to change the pay scale for Precinct Workers for the hand to eye audit, training, pick up of supplies and drop off of supplies from the flat fee of \$25 for each to \$12 an hour with a minimum of 2 hours worked in accordance with Federal Guidelines regarding pay scale. Member Holland seconded. Motion passed unanimously.

Interim Deputy Director Southard asked about certified trained Precinct Workers and Chair Heal stated that he would contact the State Board to find out if that is still being done.

VII. Approval of Minutes

- a. May 8, 2019 – Special Meeting (Provisional)
- b. May 8, 2019 – Special Meeting (Hand to Eye Audit)
- c. May 10, 2019 – Special Meeting (Supplemental Absentee)
- d. May 10, 2019 – Special Meeting (Canvass)
- e. May 22, 2019 – Special Meeting (Approval One-Stop Plan)
- f. June 5, 2019 – Regular Meeting
- g. June 18, 2019 – Special Meeting (Absentee)
- h. June 25, 2019 – Special Meeting (Absentee)

Vice Chair Deese made a motion to approve all the above minutes as amended. Member Holland seconded. Motion passed unanimously.

VIII. One-Stop Plan for November 5, 2019 Election

Vice Chair Deese made a motion to approve Board of Elections Office, Fort Benjamin Park & Recreation Center and Western Park Community Center for Early Voting Sites starting October 16, 2019 through November 1, 2019 weekdays 8:00 am to 6:00 pm and one Saturday, October 26, 2019 8:00 am to 1:00 pm. Secretary Gillikin seconded. Motion passed unanimously.

IX. Interim Director Report

- a. Chief Judge and Judge Appointments per §163A-815 – At the Absentee Special meeting on August 20th the Board will appoint Chief Judges and Judges; the Board also instructed Interim Deputy Director Southard to remove Precinct Workers that have not worked in the last 3 years.
- b. Training manuals for precinct workers – Interim Deputy Director Southard handed out both One-Stop and Election Day Training manuals that have been updated.
- c. ID Seminar follow up – 23 People attended the ID Seminars
- d. Mandatory Compliance Training follow up – 22 Treasurers/Candidates attended the Compliance Training
- e. Municipal filing follow up – Filing went well (see attached)
- f. Incident reports – 6 Incident reports to go over from the July 9th Election (see attached)

X. Board Comments

Vice Chair Deese commented that at the State Convention it was stated that if you have a Vice Chair on your county board you may opt to keep that title even though the State does not have a specific duty for them. It would be in name only. Chair Heal agreed to keep the title of Vice Chair.

Member Cuthrell brought her 2 page copy of the Homeland Security Report from March 12, 2019 that Steve Hines the previous Director gave to the Board. Interim Deputy Director Southard stated that she contacted Homeland Security to get a copy of what was done.

Chair Heal informed the Board that Dean-Paul Stephens from the New Times said he would be contacting Chair Heal regarding the position of Director of Elections and why Steve Hines left; the chair has not been contacted.

Chair Heal wished to extend thoughts to Lerzan Altan our part-time clerk as she recovers.

Chair Heal stated he would be contacting Human Resources regarding getting a Temporary person in the office to help during this election cycle.

Chair Heal stated that he was disappointed in the State Convention we attended in July.

Secretary Gillikin made a motion that any paid election worker can bring back the end of night supplies to the Board of Elections office as long as there is a Chain of Custody. Member Holland seconded. Motion passed unanimously.

XI. Closed Session – Personnel, NCGS §143-318.11 (6)

Motion was made by Vice Chair Deese to go into closed session pursuant to NCGS 143-318.11 (6) for the permitted purpose of discussing personnel information at 11:50 am. Member Cuthrell seconded. Motion passed unanimously.

XII. Adjournment

Vice Chair Deese made a motion to return to open session. Secretary Gillikin seconded. Motion passed unanimously. Chair Heal adjourned.

Rick Heal, Chair

Jeanette Deese, Vice Chair

Dale Gillikin, Secretary

Marjorie Holland, Member

Susan Cuthrell, Member