

COUNTY OF CARTERET BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
Regular Monthly Meeting Minutes, October 5, 2021
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 Marjorie Holland, Secretary Jeanette Deese, Member Dale Gillikin, and Member Gerald Godette

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

Others Present: Jackie Starkey; NewsTimes

II. Approval of Agenda

Member Gillikin made a motion to approve the October 5, 2021 regular meeting agenda. Vice Chair Holland seconded the motion and the motion was passed unanimously.

III. Public Comment

No public comment was made.

IV. Approval of Minutes

Director Sabadish presented the minutes from the September 1, 2021 Regular Meeting for approval and Secretary Deese presented the September 1, 2021 Closed Session Meeting minutes for approval. Vice Chair Holland made a motion to approve both the September 1, 2021 Regular Meeting minutes and the September 1, 2021 Closed Session Meeting minutes as presented. Secretary Deese seconded the motion and the motion passed unanimously.

V. Director's Report

a. September 30, 2021 Mock Election Results

Director Sabadish explained that the logic and accuracy testing conducted by staff for the mock election were successful and there were no issues to report. Staff presented the Board with a zero report prior to the mock election showing that no results had been reported and also a report after the results were imported showing the exact results of the test deck as tabulated. All communications with the State Board of Elections were successful and all results were tabulated accurately.

b. One-Stop Early Voting Work Schedule

Staff presented the tentative early voting schedule for the November 2, 2021 Municipal Election divided by location to include the Board of Elections Office, Fort Benjamin Park and Recreation Center, and Western Park and Recreation Center to the Board. Staff noted that the schedule is subject to change. Precinct officials who have scheduling changes are to contact their leads first if they are unable to work an assigned shift, and if they are unable to find someone to cover for them, they have been

instructed to contact Deputy Director Burke, who will work to help them find a replacement.

- c. **Number of Computers and Precinct Officials for Election Day**
Staff provided the Board with a list of the number of computers and precinct officials needed at each Election Day precinct for the November 2, 2021 Municipal Election. Tentatively, staff estimates they will need eighty-six (86) precinct officials total and forty-four Election Day laptops.
- d. **Temporary Precinct Transfer Notices, Update**
Staff provided a template of the temporary precinct transfer notices to the Board, noting that the language for each change was unique to each precinct transfer and the cards were also printed on bright yellow card stock and explicitly stated that the transfers were temporary for the November 2, 2021 Municipal Election only so that it would stand out to voters. Cards were mailed ahead of the thirty-day notice deadline to voters in the Beaufort Two (2) precinct, the North River precinct, the Newport Two (2) precinct, and the Wildwood precinct.
- e. **Redistricting, Update**
Director Sabadish provided the Board with a copy of the resolution passed by the County Commissioners adopting the new commissioner district lines and a map showing the new lines. By law, the Board of Education districts must be the same as the County Commissioner districts. Director Sabadish informed the Board that any GeoCode changes that need to be made to reflect the new lines will need to be made after the Canvass the of 2021 Municipal Election and before the beginning of candidate filing on December 6, 2021. Director Sabadish will be working closely with the County GIS department to make the necessary jurisdictional changes.
- f. **PPE and COVID Precautions, Update**
Director Sabadish updated the Board on the PPE that will be distributed to each early voting and Election Day precinct including masks, gloves, face shields, desk shields, desk hand sanitizer, sanitizing wipes, sanitizing spray, standing hand sanitizer, extra paper towels, extra garbage cans and garbage bags, single use pens, etc. Director Sabadish also advised the Board that the square footage templates to accommodate social distancing and maximum capacity based on available square footage will also be in use for this election. All precinct officials, vaccinated or not vaccinated, will be required to wear masks while they are working. Masks will not be required for voters, as we cannot deny anyone the right to vote if they choose to not wear a mask. The Board asked that staff also post signs encouraging voters to wear masks while in the voting enclosure. Staff agreed to acquire appropriate signage and post them at each voting location.

- g. **Masks for Precinct Officials, Update**
Director Sabadish informed the Board that the two hundred (200) masks ordered for our precinct officials were delivered and will be given out to our workers for One-Stop and Election Day.
- h. **Ballot Order, Update**
Director Sabadish provided the Board with an inventory sheet of the total ballots ordered for the November 2, 2021 Municipal Election. Director Sabadish noted that ballots were ordered to accommodate one hundred percent (100%) of voter turnout. As such, twenty-four thousand four hundred twenty-five (24,425) ballots were ordered costing five thousand eight hundred sixty-two dollars (\$5,862.00).
- i. **Public Education, Update**
Director Sabadish provided the Board with an update on staff's efforts concerning public education which included posting the fact sheet about election security on the website, the distribution of the QR coding linked to the precinct lookup tool for easy access, and also a video about One-Stop early voting created in conjunction with Nick Wilson, the County Public Relations Officer. Staff plans to host a voter education forum in the Summer after the 2022 Primary Election and before the 2022 General Election.

VI. Logic and Accuracy Testing

Chair Cuthrell, Vice Chair Holland, Secretary Deese, Member Gillikin, and Member Godette tested five (5) DS200 machines and five (5) ExpressVote machines for logic and accuracy, overseen by Director Sabadish and Deputy Director Burke. The DS200s and ExpressVotes that were tested were Election Day tabulators for the Emerald Isle precinct, the Peletier precinct, the Morehead One (1) precinct, the Morehead Two (2) precinct, and the Morehead Three (3) precinct. Each machine was tested for logic and accuracy and test ballots from the designated test deck were fed into each machine. The tapes from the test were printed, verified, and signed by Chair Cuthrell, Vice Chair Holland, Secretary Deese, Member Gillikin and Member Godette. No formal action was required by the Board.

VII. Board Comments

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

Vice Chair Holland

Vice Chair Holland noted that she was still receiving calls about office staff not wearing masks and encouraged staff to always wear masks when interacting with the public.

Member Godette

Member Godette asked if the 2021 municipal election notice had been published. Director Sabadish explained that the notice was posted on our website, in a newspaper having general circulation in the county and posted at the courthouse.

Member Gillikin

Member Gillikin thanked staff for all of their hard work in preparation for the upcoming Municipal Election.

Chair Cuthrell

Chair Cuthrell thanked staff for their hard work and also noted that the precinct official training went well and was very informative and staff did a good job presenting the information.

VIII. 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.

Susan Cuthrell, Chair

Marjorie Holland, Vice Chair

Jeanette Deese, Secretary

Dale Gillikin, Member

Gerald Godette, Member