

**COUNTY OF CARTERET BOARD OF ELECTIONS**  
**1702 Live Oak Street, Beaufort, NC 28516**  
**Regular Monthly Meeting Minutes, February 2, 2022**  
**9:00AM**

**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 (virtual), Secretary Jeanette Deese, Member Dale Gillikin, and Member Gerald Godette (virtual)

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

**Others Present:** Ralph Hall; LWV, Norma Hall; LWV, Lucy Bond; LWV, and Barbara Smith; citizen

**II. Approval of Agenda**

Secretary Deese made a motion to approve the February 2, 2022 regular meeting agenda. Member Gillikin seconded the motion and the motion was passed unanimously.

**III. Public Comment**

All members of the public in attendance introduced themselves. Norma Hall presented the Board with a list of suggestions to develop a civic education program, in conjunction with the League of Women Voters, that will provide the citizens of Carteret County with information about municipal, county, state, and national government to encourage voter engagement in voting in all elections and becoming more actively involved in government at the local level. The Board expressed their interest in getting involved in this effort and will review the suggestions provided by the LWV.

**IV. Approval of Minutes**

Director Sabadish presented the minutes from the January 5, 2022 Regular Meeting for approval. Member Gillikin made a motion to approve the minutes as presented. Secretary Deese seconded the motion and the motion passed unanimously.

**V. Approve One-Stop Implementation Plan in accordance with GS 163-227.6**

Director Sabadish presented the recommended May 17, 2022 One-Stop plan to the Board for approval to include opening three (3) locations for One-Stop Early Voting as listed below to operate from April 28, 2022 through May 14, 2022. All

locations will operate Monday through Friday from 8:00AM to 7:30PM excluding the last Saturday which will operate from 8:00AM to 3:00PM as required in even-year elections.

- Board of Elections Office (BOE) – 1702 Live Oak Street Beaufort, NC 28516
- Fort Benjamin Park/Recreation Center (FBEN) – 100 McQueen Avenue Newport, NC 28570
- Western Park Community Center (WEST) – 275 Old NC Hwy 58 Cedar Point, NC 28584

According to G.S. § 163-227.6, “...a county board of elections by unanimous vote of all its members...” shall approve the sites and hours for One-Stop early voting. Member Gillikin made a motion adopt the May 17, 2022 One-Stop early voting plan as recommended. Secretary Deese seconded the motion and the motion passed unanimously.

## **VI. Discussion and Approval of FY22-23 Budget**

Director Sabadish presented the recommended budget for fiscal year July, 1, 2022 through June 30, 2023 including all operating line items. Director Sabadish reviewed each line item in relation to the election schedule and provided the Board with comparable budgets and expenditures to support staff’s recommendations. Staff noted that the recommended budget is due to the finance department by February 18, 2022, the recommended budget is set to be presented to the Board of Commissioners on May 16, 2022, and the public hearing to adopt the budget is set for June 6, 2022. Director Sabadish noted that she did her best to accommodate changing factors in the economy such as gas price increases and supply shortages that may have an affect on the budgeted line items.

## **VII. Director’s Report**

### **a. Candidate Filing, Update**

Director Sabadish explained that the candidate filing for the May, 2022 Primary Election has been scheduled to continue on February 24, 2022 at 8:00AM and run weekdays through March 4, 2022 at noon to include all contests. Any candidate whose filing has been accepted by the State Board of Elections or any county board of elections, that candidate “will be deemed to have filed for the same office” in the May primary, subject to any court rulings that could impact that candidate’s eligibility, according to the Supreme Court order. Any candidate that wishes to withdraw their notice of candidacy will have the opportunity to do so when the filing period reopens and any individual who withdraws their candidacy is free to file for any other office for which they are eligible during the reopened filing period. Director Sabadish also reiterated that if the election is

postponed to another date due to a court order, the filing period will also be postponed.

### **VIII. Board Comments**

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

#### Secretary Deese

Secretary Deese thanked the Director for her work on the FY22-23 budget and noted that she is looking forward to the upcoming State Board of Elections conference in March.

#### Member Gillikin

Member Gillikin acknowledge that compiling the budget has a lot of variables to consider and thanked the Director for her hard work on preparing the budget.

#### Chair Cuthrell

Chair Cuthrell thanked staff and noted that the presentation and delivery of the budget was well thought out.

### **IX. Closed session in accordance with GS 143-318.11 (1) for the purpose of discussing personnel**

Secretary Deese made a motion to go into closed session in accordance with GS 143-318.11 (1) for the purpose of discussing personnel. The motion to go into closed session was seconded by Member Gillikin and the motion was passed unanimously.

### **X. Return to Open Session**

Secretary Deese made a motion to return to open session. The motion to return to open session was seconded by Member Gillikin and the motion was passed unanimously. Upon returning to open session, Secretary Deese made a motion to reclassify the salary grade for the Deputy Director moving the position from a grade sixty-six (66) to a grade sixty-seven (67) and to increase Deputy Director Burke's annual salary by two percent (2%) making her annual salary fifty thousand one hundred fifty-nine dollars and sixty-six cents (\$50,159.66). Member Gillikin seconded the motion and the motion passed unanimously.

### **XI. Adjournment**

Member Gillikin made a motion to adjourn the meeting. The motion to adjourn was seconded by Secretary Deese 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