

**COUNTY OF CARTERET BOARD OF ELECTIONS**  
**1702 Live Oak Street, Beaufort, NC 28516**  
**Regular Monthly Meeting Minutes, June 2, 2021**  
**9:00 AM**

**I. Meeting Called to Order**

Chair Susan Cuthrell called the meeting to order at 9:00AM.

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

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

**II. Approval of Agenda**

Secretary Gillikin made a motion to approve the June 2, 2021 regular meeting agenda. Member Godette seconded the motion and the motion was passed unanimously.

**III. Public Comment**

No members of the public were present for comment.

**IV. Approval of Minutes**

Director Sabadish presented the minutes from the May 5, 2021 Regular Meeting for approval. Vice Chair Deese noted an error under item II in that April 7, 2021 should instead be May 5, 2021. Vice Chair Deese made a motion to approve the May 5, 2021 Regular Meeting minutes as amended. Secretary Gillikin seconded the motion and the motion was passed unanimously.

**V. Director's Report**

**a. Express Vote Update**

Director Sabadish advised the Board that the final approval of the ExpressVote purchase was on the Board of Commissioners' June 21, 2021 consent agenda. Director Sabadish informed the Board that in order to comply with procurement requirements, the ExpressVotes must be delivered by June 30, 2021 for the funds to come out of this current fiscal year's budget. Director Sabadish noted that she was working with PrintElect to inquire if shipping can be expedited to meet these requirements. The Board advised staff to contact the Clerk to the Board of Commissioners to see if it was possible to place this item on an earlier meeting agenda. Director Sabadish agreed to follow the Boards' advice and keep them updated with the progress. No formal action was required by the Board.

**b. Campaign Finance Update**

Director Sabadish updated the Board on the progress of the efforts to reorganize the campaign finance files. Director Sabadish explained that she is working directly with Sharon Lewis to develop an organized spreadsheet showing the status and additional information about each campaign committee. In an effort to

make this information publicly available and easy to understand, four spreadsheets will be created to include one for municipal candidates over the threshold of one thousand dollars (\$1,000.00), one for municipal candidates under the threshold of one thousand dollars (\$1,000.00), one for all other candidates over the threshold of one thousand (\$1,000.00), and one for all other candidates under the threshold of one thousand dollars (\$1,000.00). Breaking each candidate committee into these categories will help staff keep track of reporting schedules and will also make it easy for the public to access information for the specific candidates that they are inquiring about. These spreadsheets will be posted on the website along with links to the State's website for those candidates that file electronically. Director Sabadish agreed to keep the Board up to date on the progress of this project. No formal action was required by the Board.

**c. Precinct Official Letter**

Staff presented an updated list of experienced Chief Judges and Judges to the Board for their general knowledge. The list was narrowed to one Chief Judge and two Judges per precinct and included where they worked, where they lived, their party affiliation, job title, and number of years of experience. Staff also provided a draft letter to the Board that they would like to send out to the seventy-eight (78) experienced Chief Judges and Judges to gauge their interest in serving in this capacity. The Board reviewed the letter and gave their approval as presented. Staff plans to email and mail to the precinct officials listed by June 4, 2021. Staff also plans to send the list of suggestions to the political parties after they receive feedback from the precinct officials by June 30, 2021. No formal action was required by the Board.

**VI. Board Comments**

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

Member Holland

Member Holland noted that she was proud of the staff and all of their great work. Member Holland referenced a conversation that she had with Human Resources Director, Jaime Long, regarding the salary of the Library employees in comparison with the salaries of the Board of Elections employees. As explanation for why the Library Director salary was higher than that of the Elections Director salary, Member Holland stated that she was told that one contributing factor was that the Library Director was responsible for supervising higher educated employees. Member Holland noted that the Director of Elections salary should be comparable to that of the Director of the Library due to the Director of Elections supervising two hundred, or more, employees with higher education including PhDs. Member Holland also commented that she is hopeful that the FY21-22 budget will get approved to include all requested salary raises for staff and the fourth full time employee. Member Holland noted that she would like to see the fourth full time position be filled by an in-house employee.

Vice Chair Deese

Vice Chair Deese asked when the dates for municipal candidate filing (July 2, 2021 at noon through July 16, 2021 at noon) and also the dates of one-stop (plans due August 28, 2021, begins October 14, 2021, ends October 30, 2021) and the dates for the August virtual conference (August 2-3, 2021).

Member Godette

Member Godette asked what the public's perception of the Board of Elections was. Overall, the Board concluded that many members of the public under appreciate that work that is done by the Board and staff because many of the members of the public do not have a full understanding of all the work that is done to make an election successful. Member Godette appreciated the Board's input and also thanked the Board and staff for the great working relationship and job well done.

Chair Cuthrell

Chair Cuthrell thanked the staff for their work on the precinct lookup tool and noted that it is a great tool for the public to have.

Secretary Gillikin

Secretary Gillikin echoed Member Holland's comments in that staff should be compensated for their hard work and job well done. Secretary Gillikin asked if the Board certification was a requirement within three years of becoming a Board member. Director Sabadish said that she would inquire with the State to see what the certification requirements were and report back to the Board.

**VII. Adjournment**

Member Godette made a motion to adjourn the meeting. The motion to adjourn was seconded by Vice Chair Deese and the motion was passed unanimously.

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Susan Cuthrell, Chair

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Jeanette Deese, Vice Chair

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Dale Gillikin, Secretary

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Marjorie Holland, Member

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Gerald Godette, Member