

**COUNTY OF CARTERET  
BOARD OF ELECTIONS  
1702 Live Oak Street, Beaufort, NC 28516  
BOARD MEETING  
MINUTES  
June 6, 2018  
9:00 am**

**I - Meeting Called to Order**

The Carteret County Board of Elections met on this date for a regular meeting. Chair Marjorie Holland called the meeting to order at 9:00 am. Chair Marjorie Holland, Vice Chair Jeanette Deese, Secretary Dale Gillikin, Member Rick Heal, and Director Sharon Lewis were present. Jaime Long with the Carteret County Human Resources Department, and Elise Clowser and Dylan Ray with the Carteret County News Times were also present.

**II - Public Comment**

There was no public comment

**III - Approval of Minutes for the May 1, May 2, May 7, May 8, May 15, May 18, and June 1, 2018 Board of Elections Meetings**

The board reviewed the minutes for the May 1, May 2, May 7, May 8, May 15, May 18, and June 1, 2018 board of election meetings. Secretary Gillikin made a motion to approve the minutes of May 1, May 2, May 7, May 18, and June 1, 2018 as submitted and to approve the minutes of the May 15, 2018 meeting as amended. The motion was seconded by Member Heal and passed 4/0.

**IV - Review of Carteret County Board of Elections Position Postings**

Director Lewis provided the board with copies of the vacancy announcement and job descriptions for the positions of Director, Deputy Director, and Election Specialist, II, for the Carteret County Board of Elections. The job descriptions have been updated for all three positions in order to clarify the duties. Copies of the vacancy announcement and the original and updated job descriptions are attached.

**V - Hiring Practices by the Carteret County Board of Elections**

The board discussed the hiring practices for the Carteret County Board of Elections. Chair Holland stated that she would like the board handle all hiring practices for the Board of Elections. Vice Chair Deese made a motion that the Carteret County Board of Elections will have the final authority of all hiring within this department. The motion was seconded by Member Heal and passed 4/0.

**VI - Incident Reports and Complaints for the May Primary Election**

Director Lewis provided the board with copies of the incident reports and complaints filed during the May 2018 Primary Election. Board and staff discussed the reports and complaints. The board requested that these incidents and issues be added to the training materials in future elections.

**VII - Registration for August Training Conference**

Director Lewis requested confirmation that all of the board members were still planning on attending the training conference in August. All board members are planning on attending. Director Lewis will proceed to make reservations for the actual conference.

#### **VIII - 2018/2019 Board of Elections Recommended Budget**

Director Lewis provided the board with the proposed 2018/2019 Board of Elections and stated that the proposed budget had been approved in its entirety.

#### **IX - 2017/2018 Board of Elections Budget**

Director Lewis provided the board with a copy of the 2017/2018 budget. Director Lewis stated that the staff is unaware of any large items that need to be purchased from the current year's budget.

#### **X - Budget Amendment**

Director Lewis requested permission to request a budget amendment to adjust the deficiency of \$588.27 in the Line Item for Advertising. Funds in the amount of \$800.00 will be transferred from the Line Item for Supplies. Member Heal made a motion to approve the transfer of \$800.00 from Supplies to Advertising. The motion was seconded by Vice Chair Deese and passed 4/0.

#### **XI - SB486 – Proposed Legislation Affecting BOE Employees (Full and Part Time)**

Director Lewis provided the board with copies of proposed SB 486 affecting Board of Elections employees for their review.

#### **XII - Beaufort 1 Polling Place – Board of Education Administration Building**

Director Lewis stated that she had contacted the Board of Education as to the possible use of the Board of Education Administration building as the polling site for both Beaufort 1 and Beaufort 2 Precincts. The Board of Education stated that they were concerned that adequate space and parking was not available at the site for two separate precincts.

#### **XIII - Down East One Stop Site – Otway Fire Department**

Director Lewis contacted Chris Brock with the Otway Fire Department with regard to using their facility as a one stop early voting site instead of the Davis Fire Department. Mr. Brock stated that there was not sufficient space at the fire department that could be used for an extended period of time.

#### **XIV - Board of Elections Conduct and Standards**

Member Heal stated that being on this board holds the members to a higher standard and very visible in the community. Member Heal also stated:

- Be very careful about what the members posted on facebook, nothing political, and be careful what is clicked on to like.
- Do not contribute to candidates who are on the ballot as the board may later be required to make a decision on a provisional ballot.
- Do not host parties for candidates.
- Can go to a county party event, a county convention, or a county party get-together.
- Cannot hold office in the party.

#### **XV - Director's Report**

There was no director's report.

#### **XVI - Board Comment**

Chair Holland stated she had talked with Jaime Long in the HR Department and requested that Ms. Long email the vacancy to her. Chair Holland requested that Director Lewis forward the vacancy announcement to the State Board of Elections with a request to publish. The Election Specialist vacancy will be posted through June 12<sup>th</sup> at midnight. Chair Holland requested that a special meeting be

scheduled for next week to review applications for this position. After discussion, the board scheduled a meeting for June 14<sup>th</sup> at 9:00 to review applications. A second meeting was scheduled for June 20<sup>th</sup> at 9:00 am to interview applications for the Election Specialist position.


**XVII – Adjournment**

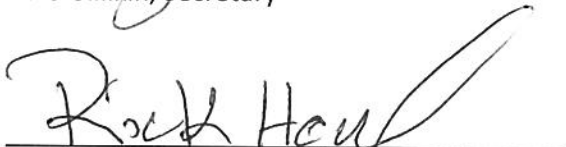
There being no further business, the meeting was adjourned at 11:08 pm.

Respectfully submitted,

  
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Marjorie Holland, Chair

  
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Jeanette Deese, Vice Chair

  
\_\_\_\_\_  
Dale Gillikin, Secretary

  
\_\_\_\_\_  
Rick Heal, Member

Date Approved \_\_\_\_\_

Date Signed \_\_\_\_\_