

**STATE OF NORTH CAROLINA
COUNTY OF CARTERET
1510 LIVE OAK STREET
BEAUFORT, NC 28516
January 17, 2007**

The Carteret County Board of Elections met this date at 9 AM in the Board of Elections office. All three board members were present along with Director Lindy Lewis and Deputy Director Alva Gillikin.

Member Verdon made the motion to approve the minutes as written for December 20, 2006. Motion passed 3-0.

Chairman Henderson called for public comment. There were none.

The first item for discussion was the parking issue surrounding the Beaufort Fire Department which is the polling site for Beaufort 1. Terri Parker-Eakes, Beaufort Town Manager and Della Knight, Town Clerk were in attendance to discuss the situation and possible solutions. A map of the area had been provided by the County Tax Office which clearly showed no available parking. Parker-Eakes stated that they would be willing to work with the board to make things go as smoothly as possible for the November election or assist as the board looks to move the site. The board requested that Director Lewis and Town Manager Parker-Eakes work together to locate potential sites for relocation of the Beaufort 1 polling site. In the meantime, Parker-Eakes stated she would check on possible common areas that could be utilized for parking in the Beaufort 1 area.

The next item for discussion was the status of the additional one-stop voting site in Western Park for the upcoming municipal elections. Member Verdon made the motion that the Western Park site not be open for the Atlantic Beach Municipal Election to be held on October 9, 2007. Motion was seconded by Secretary Rivers. Motion passed 3-0. It was discussed that the Elections office will be open for one-stop absentee voting which is required by the State. Secretary Rivers requested that Director Lewis contact the Town of Atlantic Beach and offer to have a second site open at their Town Hall if they choose to pay the bill for this service. Director Lewis explained that the Town Hall was the polling site for Atlantic Beach and therefore had been approved by the SBOE but a one-stop voting plan with security measures would have to be presented to the SBOE for final approval if the additional site is requested. Member Verdon made the motion that the one-stop voting site in Western Park be open for the November Municipal Elections with a full-time operating schedule to mirror the schedule for the one-stop voting at the Board of Elections office. Secretary Rivers seconded the motion. Motion passed 3-0. There was discussion regarding cost sharing of the Western Park one-stop site. (See notes for meeting which are attached to the minutes.) Chairman Henderson made the motion that all early voting costs be borne by the municipalities participating in the election on an equal basis. Motion passed 3-0. Director Lewis stated she would

prepare a letter to the municipalities explaining the cost sharing for this site. She also explained that she and her staff will be working with the town clerks prior to the elections to obtain their input regarding addressing issues. Annexations and recent development will be double-checked for accuracy to be certain that voters are listed in the correct precinct and townships. Office staff will also be asking the town clerks to specify which seats are to be listed on the ballot for this election along with the correct title, i.e. Council Member or Town Commissioner. Chairman Henderson requested that Director Lewis carbon copy the mayor on the letters.

The next item for discussion was the 2007 – 2008 budget process. See notes attached. There was much discussion regarding poll worker hours and pay. Director Lewis requested an increase in pay for the workers and a move from the per day rate for judges to an hourly rate. Secretary Rivers made the motion that Chief Judges be paid \$9 per hour, Judges be paid \$8.50 per hour, and Clerks receive \$8 per hour. Motion passed 3-0. Director Lewis also requested input regarding services with PrintElect and ES&S. Director Lewis stated that she had not included any contracted services with PrintElect for training, Election Day support, or testing as she felt that the board and staff had been available to handles these duties in-house. Director Lewis also stated that she felt that the addition of the Election Day Rovers had improved the response time in handling issues for poll workers on Election Day and felt that by continuing with these positions, the need could be met without contracted services from the company. The board agreed that these services were not necessary at this time.

During her report, Director Lewis updated the board on items purchased with remaining HAVA funds. Those funds have now been exhausted. Forty additional voting booths were purchased that have a lighting system and are also height adjustable to accommodate access by a wheelchair. Transport bags were also purchased for transporting ATV forms and ballots which are secure and will be easier for poll workers to handle. See attached report.

Chairman Henderson called for Board Comments. Member Verdon stated that she would like to discuss Director Lewis' position regarding salary since it was budget time. Chairman Henderson responded by saying that a closed session would be necessary to discuss a personnel issue. Member Verdon stated that she would like to request that the board go into Closed Session for this purpose. Secretary Rivers had no comment. Chairman Henderson stated that he would like for the board to be extremely diligent and accurate in letting people who are eligible to vote in municipal elections have the ability vote and therefore not be disenfranchised.

The board moved to Closed Session at this time.

The board reconvened in Open Session. No action was taken.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Bill Henderson, Chairman

Harry Rivers, Secretary

Sue Verdon, Member

/rl

Notes for Board Meeting 1-17-07

Lindy Lewis

Public Comment

Beaufort 1 polling site

Terri Parker-Eakes, Beaufort Town Manager, was invited to speak to the board regarding the planned development surrounding the Beaufort Fire Department. We have secured a map from the County Tax Department which clearly shows the lack of parking which would be available for voters on Election Day.

One-stop absentee voting plan for Municipal Elections

Open during the Atlantic Beach Election?

Open during the November 6th Municipal Elections?

I have spoken with Johnnie McLean, SBOE, regarding cost-sharing by the municipalities. She agreed that the law is very clear that the burden of the cost would be passed on to the municipalities based on actual cost. She indicated that it would be permissible to amend our one-stop plan for reduced hours if costs were an issue for the municipalities.

Cost for the primary election (Western one-stop) \$ 2,312

Cost for the general election (Western one-stop) \$ 1916

*Additional cost **per** municipality for **this site** would be approximately \$192.67

* Cost for combined sites **per** municipality would be approximately \$416.02

Budget Discussion 2007 - 2008

We have started the budget process for the 2007-2008 budget. Budget packets along with instructions were passed out to department heads on January 8th. Completed budgets are due back in Finance by February 16th and then each department will be scheduled for an individual meeting with Finance to discuss requests, if necessary.

Each department will be required to submit the following:

- 1- an estimated FYE 2007 budget
- 2- a budget request with no dollar increase from amended budget 12-31-06
- 3- a budget request within 3% of the amended 12-31-06 budget
- 4- an additional budget (IF your department's request is 3% or greater) from the amended budget including a prioritized list and details regarding the benefits of funding each item and the consequences of not funding.

During this budget year, we estimated based on one election which was the November 7th general. For the next budget cycle, we will be including the October (Atlantic Beach) and November Municipal Elections along with the May 2008 Primary Election which is a presidential election. Our budget should be significantly larger in several of our line items.

*****Poll workers' pay is currently set at the following:

Chief Judges and Judges are paid \$100 per day (no matter how long the day)
All judges are paid \$25 for attending the mandatory training prior to each election
Chief Judges are paid \$12.50 for picking up the M100 and sensitive election materials

Clerks are paid \$7/hr. for 13 ½ hours (\$94.50)
Clerks are paid \$15 for a shorter version of training
All of the above are paid an additional \$25 per election once they have completed the certification course. (Currently 25 of 102 judges certified / along with 6 clerks)

I would like to propose a change from the “per day” rate for Chief Judges and Judges to an hourly rate on Election Day. I would like for the poll workers to feel that we are supporting them by recognizing them for a long, hard day and also reimbursing them for the actual time spent at the polling site. When averaged out, some of our judges are actually making less per hour than our clerks which is certainly no incentive for them to continue to participate or be willing to accommodate us during equipment pick-up.

Example: Clerks at \$7 per hour are paid from 6:00 AM until 7:30 PM. They are excused at that time and are paid \$94.50. They leave and have no responsibility concerning the voting equipment after 7:30 PM. The Chief Judge and two judges are required to wait until the equipment is picked up. If they are able to leave at 9 PM, they would be paid \$100 for 15 hours. This computes to \$6.67 per hour for the day, which is less than their clerks are currently being paid. At the current rate, there is very little incentive for our workers to want to take on the extra responsibilities that is required by these positions.

Proposal:

Chief Judges	\$8/hr	(\$8/hr. x 15 hours = \$120)
Judges	\$7.50/hr	(\$7.50 x 15 hours = \$112.50)
Clerks remain at	\$7/hr	(remain at 13.5 hours = \$94.50)

Print Elect has been very helpful in estimating costs associated with ballot printing, coding, and maintenance agreements for this budget which are necessary. I have not included any of their contracted services in the budget proposal I am currently working on as I feel that we can continue to handle these services in-house. Training was handled by staff during the last election and “Election Day Support” was handled I agreed that I would pass these prices and services on to the board for consideration and direction.

Poll worker training (maximum of 20)	\$1,200 per class per machine
(Training for Auto Marks and M100s cannot be combined)	
Election Day Support (3 day bundled)	\$3,600
Program Analyst Day (can be used for testing of machines, troubleshooting, training, etc. for one full day but not on Election Day)	\$1,500

Director’s Report – We have received the final items that were purchased with our remaining HAVA funds. We purchased an additional 40 voting booths that are equipped with lights and are height adjustable to accommodate a wheelchair. We also purchased 40 smaller secure transfer bags which should be easier for our Chief Judges to use when transporting ballots and/or ATV forms from the office to the polling site.

Board Comments