

**CRAVEN COUNTY BOARD OF ELECTIONS**  
**Regular Meeting**  
**February 1, 2006**

Addition – Correction to Minutes, February 1, 2006

Prior to the meeting being called to order, Mr. MacDonald called for a organizational election and moved for the action. The motion was seconded by Ms. Hardin and passed with Chairman Miner voting no. Mr. Miner asked for legal position on holding such an election and Director Miller offered that such information had been requested and SBOE said it would be OK if the board wanted to take such action. The “election” placed Mr. MacDonald as chairman and Ms. Hardin as Secretary.

Then meeting was then called to order.

The Craven County Board of Elections held a Regular Meeting on February 1, 2006 in the First Floor Conference Room of the County Administration Building. Mr. Robert MacDonald opened the meeting at 10:18 with William Miner, Esther Hardin and Tiffiney Miller, Director present. Also present were the following citizens: Mr. Charlie Mitchell, Mr. Kelly Greene, Mrs. Rachelle Parnell and Mrs. Sue Book from the Sun Journal.

Mr. Mitchell sent in a request to be placed on the Agenda and he was invited to speak. Mr. Mitchell explained that the Craven County Republican Party now had a website. They have been creating web pages and collecting links that would be of interest to Craven County taxpayers. Mr. Mitchell asked if the Board would post the Minutes, Agenda and Schedule for meetings on the county web site. Mr. Mitchell asked that we go back three years on these records.

Director said that putting the minutes, agenda and schedules on the web site was a good idea. The web site is fairly new and this request had never been made before. The Board decided to approve Mr. Mitchell’s request but we would start with January of 2006.

The minutes of the December 14<sup>th</sup> and 20<sup>th</sup> meetings were approved as written.

**Report of Director:**

Director said that voting equipment information was sent to the State Board of Elections on January 18<sup>th</sup>. The deadline set by the State was January 20<sup>th</sup>. The office has received information that the State will provide additional grant funds to help with the purchase and set up of the equipment. To help facilitate user acceptance testing (UAT) and provide quality assurance, State Board staff will assist ES&S as soon as confirmed orders are submitted and machines are received at the central warehouse in Raleigh. County boards are encouraged to be present for the UAT to monitor or assist as deemed appropriate.

The Director stated that the grant acceptance and financial agreement was available but we are still not able to order equipment at this point. The Board signed an amendment to the resolution updating the grant funds available. As soon as direction is received from the State we will proceed with our order.

The Board was given a copy of the filing fees for the 2006 candidates that file with our office. These fees are set by the State. Local offices are based on 1% of the salary of the position. Filing Fee for Legislative Offices: \$207, Clerk of Court: \$731, Sheriff: \$743, County Commissioner: \$93, Board of Education: \$66. All filing fees must be paid by personnel check only, by law, we can not accept cash or a business check.

We have not received the Campaign reporting manuals which are printed and supplied by the State but expect them soon. The office has put together a packet for candidates with the election and reporting schedule, required statutes that we are required to give to all candidates and a set of reporting forms.

Information that was sent to the Campaign Reporting office at the State was returned. The Director contacted the Deputy Director of Campaign Reporting and she said that the information had been returned in error. We are required to collect the account information for all candidates that file for office, this information is confidential and for State use only therefore we do not keep these numbers on file in our office.

The Director said that it is time to start working on the budget for 2006-2007. The first budget meeting is scheduled for Friday, February 3<sup>rd</sup> at 10:30 a.m. The Board agreed that they should take a more active role in the budget process. It was agreed that the Director would lay the ground work and then the entire budget would be discussed in length before submitting to the County Manager.

The Director asked if the Board would support the reclassification of the office staff. Currently Ms. Lewis and Ms. Bennett are both classified as Administrative Support Assistant I. The classification of these employees should be something relating to Elections as they are much more than Administrative Support Assistants. The Board agreed. The Director said that she would start working on the required information immediately. The paper work for this must be submitted before the budget deadline.

The Director received information from the State that training will be conducted March 14<sup>th</sup> and 15<sup>th</sup> at the Friday Center in Chapel Hill. The law requires that the Director and Board Members attend this training.

The Director reported that 2006 Election information has been sent to all voter registration locations. Included with the new schedule was also a request that each location make sure that an ample supply of registration forms is available. The locations include all Town Halls and Public Libraries in Craven County.

**New Business:**

The Board approved the voter registrations for the month of December, 250 and January, 275. The Board members were given a copy of the statistical report and the removed voter report.

The Board reviewed the new activity report and its format. All agreed it was easier to read and contained a lot of information. It was decided that this report would be used to keep all informed of the activities of the Election's Office. This report will also be posted on the web site.

The Board reviewed the monthly budget report. The Director said we are in good shape for the rest of the year. There was a question from the Finance Department about the Contractual Services of the Precinct Officials; no money has been spent out of this line item. This is because the Municipal Election Officials were paid direct by the Municipalities. The monies listed in that line item are for the up coming May Primary.

**Old Business:**

The Director said she had talked to Mr. Bartlett about the results of the Wellness Check. He expects to meet with the Board and County Officials in the next month to discuss these results.

The Director said that the Board needed to review the current Director Duties, Confidentiality Information and the Model Code of Ethics. These need to be discussed by the new Board and then we should proceed accordingly. Director to e mail these documents to Board Members for review.

**Announcements:**

The next regular meeting is scheduled for March 1, 2006 at 10:00 a.m.

Filing opens on February 13<sup>th</sup> at noon.

There being no further business the meeting adjourned at 11:06 a.m.

**Members Present:**

Esther Hardin  
Robert MacDonald  
William Miner  
Tiffiney Miller

Tiffiney Miller, Director  
Craven County Board of Elections  
Approved: 3/1/06 with addition – correction  
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