

Madison County Board of Elections

Meeting Minutes – Regular Session

April 21, 2021 at 3:00 P.M.

The Madison County Board of Elections held a meeting on Wednesday, April 21, 2021. Joining the meeting: Jerry Wallin, Chair; Ray Lewis, Secretary; Brian Ball, Member; Dyatt Smathers, Member; Sandra Tolley, Member; Kathy Ray, Director; Jacob Ray, Deputy Director; John Noce, NCSBE Security and Support Technician, and one member of the public.

Call to Order:

Chair Wallin called the meeting to order at 3:00 p.m.

Minutes:

Motion, Seconded (RL, DS) and Carried (5,0) to approve the March 17, 2021 meeting minutes.

Agenda:

Motion, Seconded (BB, DS) and Carried (5,0) to amend the agenda for Personnel to follow Public Comment.

Motion, Seconded (DS, BB) and Carried (5,0) to add to the agenda the Laurel Community Center Organization (LCCO) Lease Agreement to follow Members' Reports.

Members' Reports:

Member Smathers reported on his visit to Addison Farms to develop a plan for repairing the damage to the entrance doorway threshold. The damage can be repaired by the purchase of a replaceable part. He will make the repair once the maintenance director orders and receives the part.

He continued with a report on a conversation with Dr. Mary Kelly in regards to a grant she has written for LCCO. In that conversation he learned that LCCO is a non-governmental non-profit organization and is a privately owned property. He expressed his desire for the LCCO lease agreement for storage space to include a clause that it will provide a polling site as long as the lease agreement is in effect.

Member Ball presented Director Ray with a retirement plaque. Board members expressed appreciation for her years of service as director.

Director's Report

The North Carolina State Board of Elections is conducting a review of four registered voters who appeared on previous Felon reports and voted in the November 3, 2020 election. The Board will be updated as the review progresses.

Room 26 is currently occupied by the Environmental Health Department. If the arrangement becomes permanent, the Board will need to consider an alternate BOE one stop site.

Pictures of the LCCO storage room remodel have been forwarded to Board members and depict adequate storage space for the voting equipment and supplies.

As per Numbered Memo 2021-02 and the County Boards of Elections Records Dispensation and Retention Schedule, 50 small banker boxes of election records and office documents that have lost administrative value are being scheduled for an on-site destruction by Shred-It Document Destruction Services.

The school system has picked up the surplus COVID Personal Protective Equipment (PPE) for distribution to the students and school staff.

The State Board of Elections August 2-3, 2021 Conference will be virtual. Director Jacob Ray will participate in the upcoming State Board of Elections New Director's Training.

A list of needed election equipment and supplies was presented to the Board in the event the county commissioners decide **not** to use the Help America Vote Act (HAVA) funds to purchase new ADA voting equipment. HAVA funds must be expended or encumbered by June 30, 2021. Chair Wallin would like for decisions to be made by May 30th in order to allow time to expend/encumber the funds.

Moveable election equipment and supplies (voting machines, laptops, barcode scanners, printers, etc.) are being updated with the insurance company to ensure coverage in storage facilities, polling sites, and during transport.

The 2020-2021 budget expenditure report was presented. The line items will be adjusted by the finance officer prior to the end of the fiscal year.

Other Matters:

NCSBE's John Noce commented that he is available at any time the Board or the Board staff may need his services.

Chair Wallin summarized the LCCO lease agreement conditions. The lease agreement increases the monthly lease fee from \$125 to \$150 per month, ensures the Board a precinct polling site, and extends the lease break agreement from 30 days to six months advance notice from either party. Director Jacob Ray added that the new lease agreement is a continuing agreement and will remain in effect until such time as either party terminates the agreement or requests to renegotiate terms.

Motion, Seconded (DS, BB) and Carried (5,0) to approve the LCCO lease agreement starting July 1, 2021 and proceed accordingly with the 2 conditions.

Motion, Seconded (DS, ST) and Carried (5,0) to go into executive session to discuss personnel.

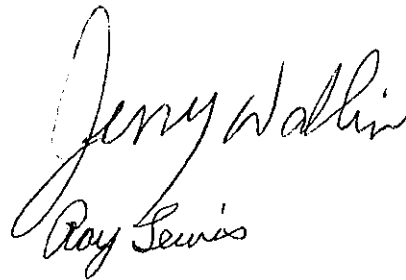
The Board returned to open session.

Motion, Seconded (BB, DS) and Carried (5,0) to hire Elizabeth Madorin effective Monday, May 3, 2021 as the Deputy Director of Elections at a pay rate of \$16.00 per hour.

Motion, Seconded (BB, DS) and Carried (5,0) to raise the Director's salary for Jacob Ray effective Saturday, May 1, 2021 to \$40,500 annually.

Adjournment:

Motion, Seconded (BB, JW) and Carried (5,0) to adjourn at 5:38 p.m.

Handwritten signatures of Jerry Wallin and Ray Lewis. The signature of Jerry Wallin is written in a cursive style, and the signature of Ray Lewis is written below it in a similar cursive style.