

Madison County Board of Elections

Meeting Minutes - Regular Session

March 17, 2021 at 3:00 P.M.

The Madison County Board of Elections held a meeting on Wednesday, March 17, 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, and one member of the public.

Call to Order:

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

Agenda:

Motion, Seconded (DS, RL) and Carried (5,0) to approve the agenda as amended to move Item #5 Personnel/Compensation to follow Item #3 Members' Reports.

Minutes:

Motion, Seconded (ST, DS) and Carried (5,0) to approve the February 17 and February 24, 2021 meetings minutes.

Members' Reports:

Member Smathers commented that the Board be aware of the potential for movement of the 2021 municipal and the 2022 primary elections due to delayed census data.

Personnel / Compensation:

The Board recognized Linda Cruzan. Ms. Cruzan provided a short introduction of her professional and personal background and experience.

Motion, Seconded (DS, JW) and Carried (5,0) to go into closed session to discuss confidential personnel matters and compensation.

Motion, Seconded (BB, ST) and Carried (5,0) to hire Linda Cruzan as the full time Deputy Director of Elections to begin May 1, 2021. The Chair requested the Deputy Director be employed for a couple of weeks prior to beginning her duties.

Motion, Seconded (DS, BB) and Carried (5,0) to set the Director's salary effective May 1, 2021 at \$37,500.00 per year plus the benefit package the county offers.

Motion, Seconded (DS, BB) and Carried (5,0) to set the Deputy Director's flat rate of pay effective May 1, 2021 at \$15.00 per hour plus the benefit package the county offers.

Director's Report:

The Deputy Director has completed the North Carolina Notary Certification Program.

North Carolina State Board of Elections Security & Support Technician – District 1 John Noce and the Deputy Director had an encouraging conversation regarding the purchase of the ExpressVote Ballot Markers.

Addison Farms Vineyard continues to need the repair to the broken threshold that occurred during the November 3, 2020 election.

Member Smathers will visit the site, consult with the county maintenance director, and develop a plan for the repair.

The maintenance director suggested the Sandy Mush Community Center electricity could be disconnected and reconnected a couple of months prior to use. The mini split heating and cooling unit should run for one month prior to testing the building for mold.

The Board determined to leave the power connected but to turn off the mini split heating and cooling unit until the suggested period prior to use and mold testing. Member Smathers will visit the site and turn off the unit.

The county attorney is working on the ExpressVote Contractual Purchase Agreement.

The Cares Act Subgrant reimbursement is pending review and release by the State Board of Elections.

The February 2021 budget expenditure report and journal was presented.

The 2021-2022 budget proposal was presented.

Other Matters:

Discussion ensued regarding the Laurel Community Center Organization (LCCO) lease agreement for storage space.

Motion, Seconded (DS, RL) and Carried (5,0) for the Chair to negotiate a new lease agreement with LCCO.

The Director requested a motion to hire Linda Cruzan for a training period prior to beginning her duties on May 1, 2021.

Motion, Seconded (BB, RL) and Carried (5,0) to hire Linda Cruzan as an office support trainee beginning April 12, 2021 at the rate of \$15.00 per hour.

Adjournment:

Motion, Seconded (DS, BB) and Carried (5,0) to adjourn at 5:00 p.m.

Kathy Ray, Director of elections