

**Board Minutes--Duplin County Board of Elections
Tuesday, September 8, 2015**

The Duplin County Board of Elections met in an emergency meeting on Friday, September 25, 2015 at 10:00 AM in the Board of Elections meeting room.

In attendance were Derl Walker, Board Chair, Johnnie Boyette, Secretary, Debra Nurse, Interim Director and representing the Duplin Times, Jackie Hough, and Reporter.

The meeting was called to order at 10:00AM by Chairman, Derl Walker and those in attendance were welcomed. Johnnie Boyette, Secretary was asked to have the invocation.

The board read and approved the August 18, 2015 minutes and the closed session minutes of the previous meeting and the July 21, 2015, and July 30, 2015 regular meeting. All were unanimously approved.

Staff Report was given by Susan Williams. She reported that Karen Lawrence had come by and that she had been working on the outreach flyer for the county to use at fairs and street markets. Mr. Walker asked that the board have time to take this home and look at the content and bring back their thoughts at the next meeting. Ms. Williams also brought to the board that Ms. Lawrence wanted our office to be working on a disaster/emergency plan that the state has been asking counties to do. She put together two types of this in a manual format and also presented a flip chart format one as well. These were presented to the board. This includes bomb threats, natural disasters, emergencies, closing polls, etc. Ms. Williams felt that the flip chart would help in the event of an emergency for poll workers to understand what they need to do much quicker. Board members asked that they again be able to take these with them to see which ones they want to use and address at another meeting.

Debra Nurse reported on a voter registration that was sent in with funny answers on it. She gave out hotel confirmations to all who will be attending the Winston-Salem training in August, 2015. She presented the Lease Agreements for the municipals that Susan Williams had produced. Teachey precinct letter was presented to the board for Teachey to be able to hold their election separate from Wallace precinct. Ms. Nurse noted that they had found the list of 2013 municipal workers to be able to utilize these in their calling of poll workers to work.

Mr. Walker requested that Susan Williams ask for an original copy of the Teachey agreement signed by the mayor. Mr. Walker also wanted to know if the Lease Agreements were like the ones from the past and Ms. Williams assured him they were the same. Ms. Nurse was asked if the Warsaw precinct was going to still be in the old fire department and Ms. Williams told him that was where the elections would be held.

Ms. Williams reported she has been doing GEO Code changes since Willie Parker has left and has been consulting with the State Board on any changes. Kate Costner of the State Board asked that she let the board know of any changes she makes to the GOE Code. So Ms. Williams

gave a detailed and lengthy report on these as well. She is keeping detailed notes on each change and she is also working with the E911 addressing here in the county to add new roads and make changes with their help.

Ms. Nurse presented a letter to the board to sign for the hiring of Lillian Stainback as the new Elections Specialist. She also presented a list of voters from each party who has responded to the poll worker calling by the office.

Ms. Williams explained how the GEO Codes, Google earth and DBA reports work and how we fix these.

Ms. Nurse reported that the ballots are coded in SEIMS, state has to review the ballots and then they will send them back to us for a final review. Print Elect will be handling the ballot coding. Ms. Nurse reported that the One Stop starts on October 22, 2015 to the 31st in our office from 9AM-5PM each week day and both Saturdays, October 24, 2015 and 31st from 9AM-1PM.

Office workers for the One Stop were discussed and the decision was made to wait until the new director, Karen Lawrence came and let her decide how many workers are needed in the office to cover One Stop.

Mr. Walker asked about candidate reports and all were on time.

Board Website was discussed and Ms. Nurse noted that IT was down two staff members. Tom Reaves has suggested that one of the staff members learn how to update our site so IT can turn that over to our office. The web designer has left and Tom is trying to work on this as he can. Municipal schedule, candidate list and new director will need to be added to the site. When new website is added each department will look at theirs and make the correct changes.

The board reviewed the precinct official's responses and concern was voiced.

Karen Lawrence will be taking over as director on September 14, 2015. Board asked for \$1,000 moving expense for them to move to Duplin County, NC. This was approved.

Budget was reviewed and the only big purchase was chairs and ink for printers per Ms. Nurse.

The board has asked for a telephone to be placed in the meeting room in the back. If the jack does not work the board approved unanimously that this be completed and a phone installed.

Jackie Hough from the newspaper asked how to spell the new directors name and Susan Williams gave her the correct spelling of her name.

The August 18 minutes were approved as presented with the correction.

Ms. Mainor asked what budget line the \$1,000 for Ms. Lawrence's move is going to be taken out of and Mr. Walker explained to her that the commissioners would have to approve the monies.

Be careful of budget and what we spend was a suggestion of Mr. Walker's.

Ms. Mainor stated she would send closed session recordings to Ms. Nurse for her to type the closed minutes that are missing.

Closed meeting per GS 143-318.11 (6) personnel.

The meeting was adjourned.

Respectfully Submitted from the recording,

Karen J. Lawrence
Director of Elections
Duplin County, NC

Derl Walker, Chairman

Johnnie Boyette, Secretary

Angela Mainor, Member