

Regular Meeting 07/18/2007

The Graham County Board of Elections met Tuesday, July 18, 2007 at 12:00 pm in the Board of Elections office at 438 Rodney Orr Bypass, Robbinsville, NC. Present were Board Members Dirk Cody and Steve Odom. Member Cody called the meeting to order.

1. Member Cody goes over agenda and moves to swap items #1 and #2. Director tells board that the reports aren't ready today as she has been finalizing reports for the SBOE. Member Cody eliminates item #4. Member Odom makes a motion to approve agenda with the eliminating of item #4. Member Cody seconds. Vote was unanimous by the board.
2. Next item is board positions. Member Odom makes a motion to elect Dirk Cody as Chairman. Member Cody seconds. Vote was unanimous by the board. Member Cody makes a motion to elect Steve Odom as secretary, positions are good until such time as board has another member and at that point decide if the board wishes to revote. Member Odom seconds. Vote was unanimous by the board.
3. Secretary Odom designates that the Director keep the minutes of the meeting. No public comment.
4. Director discusses the importance of the new board to attend the training classes scheduled for August 30th in Chapel Hill and that the board will need to let her know by August 2nd if they are attending or not. It is mandatory that all board members attend at least two meetings a year and this one is important as it addresses the duties of new board members and director.
5. Chairman Cody with Secretary Odom's consent wishes to add items 6, 7, and 8 to the agenda. One is to talk about the agenda policy itself, one stop voting, and the meeting times. Secretary Odom agrees as he has several items to talk about as well.
6. Board wants anyone who wants to be on the agenda to do so a week in advance so board and director can be prepared.
7. Board discusses the budget. The commissioner's have given no line item. Chairman Cody would like to request that the board go before the commissioners ask them if they are leaving it at the board of elections discretion to use as they see fit or do they intend to designate the line items. All other dept. has line items. Secretary Odom makes a motion to request that the county manager break the budget for the election board down into line items like all other dept., and assigning an amount to each line item so that the director and the board know what they have to work with. Chairman Cody seconds. Vote was unanimous by the board.
8. Chairman Cody discussed that he would like all board members to be copied all emails that are sent out or in. Secretary Odom also wants all emails that are copied to be attached to the minutes so that they can go back to them if needed. All emails should have a read receipt attached.
9. Secretary Odom would like to have a copy of the monthly budget breakdown. Director tells board she has not received a copy since finance office has changed personnel. Chairman Cody said he believes it is getting better and we should be seeing some change.

10. Board has discussed changing the current meeting date and time. Secretary Odom makes a motion to change meeting date from the first Thursday of the month to the first Monday of the month and changing the time from 7:00pm to 6:00pm Chairman Cody seconds. . Vote was unanimous by the board.
11. Secretary Odom wants to make sure that all notices are in the paper and posted. Director tells Secretary Odom all notices are in the Graham Star and a notice is posted on the door of the office.
12. Discussion as to when the SBOE will appoint another member to the board. Secretary Odom discusses who is full time and who is part time. Office will go to part time status as soon as the filing period is over for the Town of Lake Santeetlah. Office hours are to be Monday, Wednesday, Friday, 9:00am to 1:00pm.
13. Chairman Cody question's the Town of Lake Santeetlah obligation's as to paying the difference in your salary. Director tells board that she has spoken with the Mayor and explained that the cost their election was going to be exceedingly higher than their last election do to machine cost, ballots programming and director's pay.
14. Secretary Odom wants to know if the state mandates a referendum if they are responsible to pay the county for that referendum. Director will contact the SBOE. Secretary makes a motion for Director to contact Don Wright and get an answer. Chairman Cody seconds. Vote was unanimous by the board.
15. Secretary Odom would like to add #9 Voter Registrations to agenda. Secretary Odom discusses doing full time voter registration at the high school. Director relates to board how the past voter drives were handled. You can have teachers volunteer and cards are supposed to be on file. Director tells board that she always takes any new voter registration cards to the school and any other organization within the county. All have updated cards. Secretary Odom makes a motion for Director to set up a meeting between School Superintendent Rick Davis and the board of elections in regards to full time voter registration at the High School. Chairman Cody seconds. Vote was unanimous by the board.
16. Secretary Odom would like to add #10 Policy Manuals to the agenda. Board discusses making a policy manual that can be used at the precincts for the Chief Judge and Judges to use for guidance, particularly intoxicated individuals. Secretary Odom makes a motion that the Policy Manual should be approved by the SBOE and to make sure it is legal and then the Board shall move to pass. Chairman Cody seconds and adds that the county attorney should also have a copy to be reviewed. Vote was unanimous by the board.
17. Secretary Odom asks about the break-in and if anything was taken or stolen. Director states nothing was stolen and that ADT Security is in the office at the current time installing the new security alarm with motion sensors.
18. Board discusses moving to the Leonard Lloyd building and that they should go together to talk with County Manager Dale Wiggins. Board knows some upgrades will have to be completed before office can be moved. Director tells board that the SBOE has to have a 60 day notice and that they might want to consider using an outside IT Firm that can work with our IT Dept. to get everything done in a timely manner. The SBOE will also have to approve it as a One Stop site.

19. Board goes back to discussing the new dates and times of board meetings, There will be a meeting Tuesday, August 21 to select Precinct Judges. Director will re-send letters to the appropriate party chairs to invite them to the meeting and to bring their lists. Secretary Odom state for the record that he looks forward to working on the board and with the Director. Chairman Cody motions to adjourn. Secretary Odom seconds. Vote was unanimous by the board.

Dirk Cody, Chairman

Stephen B. Odom, Secretary