

**MADISON COUNTY BOARD OF ELECTIONS
REGULAR / SPECIAL SESSION
Board of Elections Conference Room
Tuesday, August 20, 2013
12:00 Noon**

MINUTES

CALL TO ORDER

Chairman Andy Gibson called the meeting of the Madison County Board of Elections to order at 12:00 noon at the Madison County Administrative Offices Building Board of Elections Office. Board and staff members in attendance were Andy Gibson, Chairman; Dyatt Smathers, Secretary; Jerry Wallin, Member; and Kathy Ray, Director.

AGENDA

Moved, Seconded (JW, DS) and Carried (3,0) to set the agenda.

APPROVAL OF MINUTES

Moved, Seconded (JW, DS) and Carried (3,0) to approve meeting minutes from the July 16, 2013 regular/special meeting.

CHAIRMAN'S REPORT

Chairman Gibson reported that coverage from the last meeting was fairly positive. His fielded comments from the public have been positive. The Chairman's focus has been on continuity and stability of systems and personnel during the changeover. Comments from the public have been very positive in regards to the upcoming election cycle and the continuity of current staff.

MEMBERS' REPORT

Secretary Smathers reported that people are excited about the upcoming municipal elections and that the Director is doing a great job preparing. He also indicated that the few people he has spoken with regarding the use of plain paper ballots are all for it to save money.

DIRECTOR'S REPORT

The Director indicated that the Board of Elections came in under budget for the 2012-2013 fiscal year.

The Board of Commissioners provided 2012-2013 county level contingency funds to cover the ES&S Hardware and Software Maintenance Agreement (\$20,236.89), six laptops and six printers for electronic poll books during one-stop voting, a desktop computer, and \$1000 for office supplies. The Director recommended the redistribution of the **\$20,236.00** that was built into the 2013-2014 budget for the 2013-2014 ES&S contract from the **4170.1900** line item for Contracted Services to the following line items:

1. **4170.1700** Board Member Expense **\$200.00**
2. **4170.1810** FICA **\$1,854.89**
3. **4170.2610** Office Supplies **\$4,000.00**

4. **4170.2620** Copy Machine **\$500.00**
5. **4170.3210** Telephone Service **\$500.00**
6. **4170.3910** Legal Advertising **\$2,682.00**
7. **4170.3950** Training: Employee **\$4,500.00**
8. **4170.4000** Coding **\$6,000.00**

Funds for the notifications of voters of changes in voting places have been built into the line items. The budget does not reflect any increase in salaries that have been approved by the Commissioners since the adoption of the 2013-2014 budget.

Moved, Seconded (JW, DS) and Carried (3,0) to redistribute the funds into the designated line items.

NEW BUSINESS

Moved, Seconded (DS, JW) and Carried (3,0) to accept and approve the Chief Judge nomination for each precinct as presented by the Republican Party Chairman.

Moved, Seconded (DS, JW) and Carried (3,0) to accept and approve the Republican Judge nomination for each precinct as presented by the Republican Party Chairman.

Moved, Seconded (DS, JW) and Carried (3,0) to accept and approve the Democratic Judge nomination for each precinct as presented by the Democratic Party Chairman.

A precinct officials' orientation/training will be scheduled for Monday evening, September 16, 2013 from 5:30 until 7:30 at the Cooperative Extension Auditorium.

Moved, Seconded (DS, JW) and Carried (3,0) to move the Marshall Municipal polling place from the Marshall Fire Department located on Main Street to the South Marshall Precinct polling place, Marshall Community Center – Room B.

Moved, Seconded (DS, JW) and Carried (3,0) to move the Mars Hill Municipal polling place from Mars Hill Elementary School to the Mars Hill Fire Department Annex.

Moved, Seconded (JW, DS) and Carried (3,0) to move the Hot Springs Municipal polling place from Hot Springs Elementary School to the Hot Springs (Bill Whitten) Community Center.

Moved, Seconded (JW, DS) and Carried (3,0) to move the Beech Glen Municipal polling place from the Greater Ivy Community Center to the Mars Hill Fire Department Annex and to temporarily transfer the four (4) Beech Glen Precinct voters who qualify to vote in the Town of Mars Hill Municipal Elections to the Mars Hill Precinct to protect voter secrecy.

Moved, Seconded (DS, JW) and Carried (3,0) to approve the Director's job description and duties as presented.

Moved, Seconded (DS, JW) and Carried (3,0) to approve Jacob Ray as an office assistant on a pro re nata basis in the event that both the Director and Deputy Director must be absent from the office.

Moved, Seconded (JW, DS) and Carried (3,0) to approve the use of hand counted plain paper ballots for both the Hot Springs and Mars Hill Municipal Elections.

Moved, Seconded (JW, DS) and Carried (3,0) to approve sending Political Party Chairmen the instructions regarding poll worker assistant recommendations and appointments at least 90 days prior to each effected election.

OTHER MATTERS

The State Board of Election document "County Board of Election's Background Application" was presented for the local board to review. The document must be completed and submitted to local Political Party Chairmen and the State Board of Elections for all future initial appointments, reappointments, and replacement Board members.

ADJOURNMENT

Moved, Seconded (AG, DS) and Carried (3,0) to adjourn at 12:40 P.M.