

**MADISON COUNTY BOARD OF ELECTIONS
REGULAR SESSION
Board of Elections Conference Room
April 9, 2015
3:00 AM**

MINUTES

CALL TO ORDER

Chairman Smathers called the meeting of the Madison County Board of Elections to order at 3:00 p.m. at the Board of Elections Conference Room. In attendance were Dyatt Smathers, Chairman; Ray Lewis, Secretary; Jerry Wallin, Member; Shirley Ponder, Deputy Director; and Kathy Ray, Director.

AGENDA

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

APPROVAL OF MINUTES

Moved, Seconded (RL, JW) and Carried (3,0) to approve the minutes for both the March 11 and March 19, 2015 meetings.

CHAIRMAN'S REPORT

Chairman Smathers began his report by commenting that the NCADE Conference and accommodations were good. The need to have the NC Presidential Preference Primary was explained. North Carolina stands to gain delegates.

Deputy Director Shirley Ponder has decided to retire at the end of April. The Board plans a celebration on April 29th from 1:00 – 3:00 PM in Room 26. She has made it a pleasant and professional experience and is above and beyond reproach when it comes to her job.

The municipal boundaries tend to be illusive, and the Board is working with the municipalities to ensure that shape files (maps) are updated with the GIS Coordinator and Board of Elections. Street ranges are being double checked against the shape files to ensure accuracy in GEOCODE street ranges and the assignment of municipal voters.

The Board learned at the conference that most counties are running 1 or 2 one-stop sites. Madison County has 5 separate sites. The Board is currently reviewing the data in preparation for discussions regarding one-stop site needs within the county.

Election System & Software's ExpressVote ballot marker will be up for State Board of Elections voting equipment certification on May 11, 2015.

MEMBERS' REPORTS

Secretary Lewis and Member Wallin both expressed their appreciation for the hard work, dedication, and professionalism that Deputy Director Shirley Ponder has provided the Board of Elections. Her work has gone a long way to change public perception of election activities.

DIRECTOR'S REPORT

Budget line item .1900 Contracted Services will decrease by approximately \$23,000 that will be reflected in the April budget report. The decrease is a result of the ES&S Hardware & Software Maintenance fees and fees for the postage meter.

The Buncombe County Board of Elections staff member responsible for responding to public requests for information and data is also responsible for other duties within the Board office. The job title for the Buncombe County employee is Systems Administrator/Data Analyst.

State Board of Elections Public Information Officer Josh Lawson directed counties to provide data and information as requested by the public (i.e., hard copies, electronic media, email, etc.) Thus the Board of Elections will continue to respond to public requests as in the past. The Board will provide lists to county political party chairs according to General Statute 163.82.10 at no cost. All other requests for data and information will be subject to fees as reflected on the Voter Registration/Data Request form.

Municipal shape files need to be updated with the County GIS Office, the County Board of Elections, and the appropriate street level entities. Current street range reviews reflect some discrepancies between shape files and municipal voter assignments.

OLD BUSINESS

Moved, Seconded (RL, JW) and Carried (3,0) to approve the State Board of Elections Purchase of New Voting Equipment Request Form.

NEW BUSINESS

Discussion ensued regarding the county personnel policy and its application to Board of Election employees. Chairman Smathers commented that Board employees work solely at the discretion of the Board of Elections but are considered county employees. The county policy seems to apply with the exception of a few areas. The Board is reviewing the policy and tabled the discussion and any action until the May 13, 2015 meeting.

The Director provided job descriptions for the Director and Elections Specialist. The Board will review the descriptions for action at the May 13, 2015 meeting.

Discussion ensued regarding the review of the county's one-stop voting sites. Chairman Smathers commented that the concept of the Board of Elections running 5 one-stop sites is mind boggling. The Director asked the Board to not only consider the cost savings and parking capacity at the Mars Hill Public Library but to also consider the staff's capacity to manage one-stop sites and possibly two voting systems. She also informed the Board that Madison County will be able to reduce the number of one-stop hours without having to request SBOE approval since the comparison of cumulative hours will be with the 2012 elections rather than the 2010 elections. The Board will begin its deliberations regarding one-stop sites at the May 13, 2015 meeting.

OTHER MATTERS

Sandy Mush Precinct Officials presented a scale drawing that will provide adequate space within the precinct building for the new voting equipment. The plan will require wall shelving and privacy screens.

PERSONNEL

Moved, Seconded (RL, JW) and Carried (3,0) to go into closed session to discuss confidential personnel matters.

Moved, Seconded (JW, DS) and Carried (3,0) to return to open session.

Moved, Seconded (JW, DS) and Carried (3,0) to accept the letter of retirement from Deputy Director Shirley Ponder.

Moved (JW) to approve the appointment of Patsy Frisby as the election's specialist. Motion failed for lack of a second.

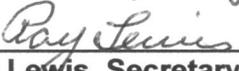
Moved, Seconded (RL, DS) and Carried (3,0) to approve the appointment of Donald Wade Gahagan as the election's specialist to begin on April 16, 2015 at an annual rate of pay of \$29,634.00.

ADJOURNMENT

Moved, Seconded (RL, JW) and Carried (3,0) to adjourn at 4:30 P.M.



Kathy Ray, Director



Ray Lewis, Secretary



Dyatt Smathers, Chairman