

MINUTES
TRANSYLVANIA COUNTY BOARD OF ELECTIONS

February 2, 2017

The Transylvania County Board of Elections met in regular session on Thursday, February 2, 2017, at 10:00 AM in the Election Center, 150 South Gaston Street, Brevard. Chairman David P. Morrow presided. Others present were Member Sara G. Champion, Director Tracie Fisher, Deputy Director Jeff Storey, Deputy Director Laura Owen, Jackie Hovey, Kathleen Barnes, Paulette Averette, Lee McMinn and Aubrey Woodard.

Chairman Morrow called the meeting to order. Board members considered the minutes from the January 6, 2017 meeting. Ms. Champion moved to approve the minutes. The motion carried.

The next item on the agenda was the memorandum of understanding between the Board of Elections and the County Commissioners. Mrs. Fisher explained that she had been contacted by the clerk to the Board of Commissioners, Trisha Hogan, to meet and discuss contracts or memorandum of understandings between the two entities. Mrs. Fisher will meet with Mrs. Hogan on March 1, 2017 and will update the Board at the March 2, 2017 meeting.

The next item on the agenda was the budget for fiscal year 2017-2018. Mrs. Fisher shared the budget timeline with the Board. Mrs. Fisher informed the Board that she has been in contact with Neil Baddour at the State Board of Elections regarding the procedures for purchasing new voting equipment as well as the status of vendors obtaining certification. Due to the lack of certified equipment, Mrs. Fisher recommended that the Board proceed with the purchase of equipment from Elections Systems & Software (ES&S). Mrs. Fisher noted that ES&S has been accommodating and easy to work with in the past and that 90% of the counties in North Carolina have already purchased new equipment with this company.

The next item on the agenda was the meeting room policy for the conference rooms in the Election Center. Mrs. Fisher presented the Board with a draft of a policy compiled from the current policy the Library uses for the Rogow Room. Mrs. Fisher noted that she would be meeting with the County Manager, Jaime Laughter, and other department heads to discuss a uniform county policy for meeting rooms. Ms. Champion expressed interest in attending the meeting with Mrs. Fisher on February 6, 2017. Mrs. Fisher and Ms. Champion will update the Board at the March 2, 2017 meeting regarding the status of a county policy for meeting spaces.

In other business, the Director informed the Board that the "punch list" from the building renovation is once again moving forward. The pipes between the ceiling and the roof will be wrapped and insulated next week to prevent future condensation build up and leaks onto the ceiling tiles. The carpet was glued in areas where it was coming up and the roof contractors will be completing work on the roof in the near future. The county will be revealing a new website in March and they have requested a picture of the staff either in the office or in front of the building to use as the header on the office page for the website. Mrs. Fisher reviewed the agenda for the North Carolina Association of Directors of Election conference that she and the staff will be attending later this month. Mrs. Fisher informed the Board that she has enrolled in the Employee Assistance Network's Leadership Academy and will be taking the courses online over the next several months. Mrs. Fisher requested that the Board complete her performance review for 2016.

The Board opened the floor for public comment. Mrs. Hovey expressed that she would like to see the precinct officials receive a raise. Mrs. Averette commended the staff and Board on a professional and efficient office. Mrs. Barnes asked the Board of Elections to request the Board of Education consider making Election Day a teacher workday to make it easier for teachers to work in the precincts.

There was no additional business for the Board's consideration. Mr. Morrow moved to adjourn the meeting. The motion carried. The meeting was adjourned at 11:00 AM. The next meeting of the Board will be held on March 2, 2017 at 10:00 AM in the Election Center located at, 150 South Gaston Street, Brevard.

Respectfully submitted,

Tracie Fisher

Tracie Fisher, Director

Approved by Board on: 03/02/17

David P. Morrow

David P. Morrow, Chairman

Sara G. Champion

Sara G. Champion, Member