

BOARD OF ELECTIONS

Mrs. Charles A. Cardwell, Jr.
CHAIR

J. Eric Elliott
SECRETARY

John A. Redding
MEMBER



Kathie Chastain Cooper
DIRECTOR OF ELECTIONS

FORSYTH COUNTY BOARD OF ELECTIONS BOARD MEETING- JANUARY 18, 2006

Present: Mrs. Charles A. Cardwell, Jr., Chair
Mr. J. Eric Elliott, Secretary
Mr. John A. Redding, Member

Staff: Mrs. Kathie Chastain Cooper, Director of Elections
Mrs. Laura Gerardi-Dell, Deputy Director of Elections
Mrs. Pamela Johnson, Administrative Assistant

Call To Order

The Chair called the meeting to order at 4:00 PM.

Approval of Minutes- December 14 and December 22 2005

Mr. Elliott moved to approve the minutes for December 14, 2005 with a few minor grammatical changes and moved to approve the December 22, 2005 minutes. Mr. Redding seconded the motion and it passed unanimously.

Update of Voting Equipment Purchase

Mrs. Cooper explained to the Board that there was a purchase order done in December 2005 for 111 ES&S iVotronics. The units have not actually been ordered as the Board of Elections office is still waiting for contract information from ES&S. A check for 111 iVotronics was issued by the Forsyth County Finance Department in order to comply with the December 31st deadline set forth by the Federal HAVA grant. The entire \$322,414 amount of the grant was spent in the purchase of this equipment. There will need to be additional iVotronic machines purchased so the Board of Elections will have spares should they be needed which is required by the State Board of Elections. Mrs. Cooper further explained that she, Mrs. Dell, Deputy Director and Mr. Cox, Computer Elections Technician, have been working on a spreadsheet outlining the purchase of equipment, to include prices, number of units and other pertinent information. Mrs. Cooper stated the State Board of

Elections is working on a contract that all the counties can use for voting equipment purchases. She stated this contract may be available next week. The Board and Staff discussed options in case the new equipment is not in place in time for the May 2006 Primary. Mrs. Cooper stated the State Board of Elections is working diligently in hopes that will not be an issue.

The Board and Staff discussed the number of optical scan units that will be ordered. Mrs. Cooper stated there will 105 units ordered.

Voting Place Change

Mrs. Gerardi-Dell explained to the Board that she received a letter from Fraternity Church of the Brethren offering to be a voting location in place of Ward Elementary School (precinct 709). The school has parking and traffic problems. The Church is on the corner and is easily accessible. The Church has offered to forgo any rental fees. If the Church is chosen to be a precinct, there will have to be a portable handicapped ramp purchased at a price of \$135 for the location to be ADA compliant. The Board agreed the location needs to be visited before a decision is made.

Procedure for Filling an Employee Vacancy Due to Retirement

The Board prepared and read a press release (attached) regarding the retirement of the Board of Elections Director, Kathie Chastain Cooper. The Board thanked Mrs. Cooper for her years of service and wished her well.

Mrs. Cooper introduced Carol Gearhart, Director of Forsyth County Human Resources and Lori Sykes, from the Forsyth County Attorney's office. Mrs. Gearhart spoke with the Board regarding the procedures for hiring someone for the Director of Elections position. Mrs. Gearhart explained to the Board that the county process is that the position would be listed internally within the County for one week. If a candidate is not chosen from internal applicants, then there would be a public listing. The Board can choose to list the position both internally and then externally before making a decision. That would not exclude them from still choosing an internal applicant. Mrs. Gearhart stated the Board can determine the position description before it is listed. She also stated the Board should determine their criteria for choosing a candidate and follow the same criteria during the entire process. She stated the Board should agree in advance on how they will conduct the interviews and the questions they will ask the candidates. She stated the interviews can be done individually by the Board Members or as a group. Mrs. Gearhart stated external candidates will be subjected to criminal background checks as well as drug testing per Forsyth County Policy.

Mrs. Gearhart gave the Board a copy of a proposed internal job listing. The Board reviewed the listing and Mrs. Gearhart was given the okay to start advertising the vacancy internally on Monday, January 23rd, 2006.

Other Business

Mr. Elliott inquired as to the status of the budget request for FY 2006-2007. Mrs. Cooper stated that she and Mrs. Gerardi-Dell have been working on it diligently. The Board indicated that they would like to meet to review the budget before Mrs. Cooper retires. The Board wants to schedule a meeting for next week. Mrs. Cooper will contact the Board members tomorrow so that they can check their calendars and schedule a meeting.

Mrs. Cooper explained to the Board that the old voting equipment will be moved to the County's Liberty Street location on Thursday, January 19, 2006. She stated that the moveable shelving in the storage room would be moved next week to another area of the storage room. This is in preparation of the renovations being done to the storage room.

Adjournment

Mr. Elliott moved to adjourn the meeting. Mr. Redding seconded the motion and the meeting was adjourned at 4:45 PM.

s:/ Mrs. Charles A. Cardwell, Jr., Chair

s:/ Mr. J. Eric Elliott, Secretary

s:/ Mr. John A. Redding, Member