

**MINUTES, LENOIR COUNTY BOARD OF ELECTIONS, 10:13 A.M. ON FEBRUARY 8, 2013 AT ELECTION HEADQUARTERS, 110-C SOUTH HERRITAGE STREET, KINSTON, NC [File: BOE8Feb2013R]**

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**Present:** Chairman Sharon L. Kanter, Secretary Oscar E. Herring, Board Member Kimberly B. Allison and Elections Director Dana W. King

**Others in Attendance:** Barbara Hammonds and Jean Alphin, staff members; Wes Wolfe with the Kinston Free Press and Lina Gibbs, Visitor

Chairman Kanter called the meeting to order at 10:03 a.m. and stated that the purpose of the meeting was to sign the minutes and enter them into the official minutes book.

The amended minutes, dated 22 January 2013, were flagged with the word "*amended*" at the top and the bottom of each page. When the minutes were printed on 8x11 ½ size paper the word "*amended*" appeared in the middle of the page and after the last line of the minutes on the next page. For the sake of clarity Mrs. Allison requested that Mrs. King delete the word "*amended*" from the middle of the page and at the top of the next page. All minutes that were approved were signed and placed in the official minute book.

The Board Secretary brought to the attention of the Directors that there was an error in the January 15, 2013 minutes which should be corrected.

The Elections Director stated that Secretary Herring had not sent her any minutes until December and that he came into the office with printed copies from his notebook to make sure she had the correct revisions to the minutes. Secretary Herring agreed with the Elections Director's statement that the minutes had been delayed. Board Member Kimberly B. Allison asked Mrs. King for a clarification on her statement that Board Member Herring had not submitted the minutes to her from August to December. At the January 8, 2013 board meeting Mrs. King stated that her comment was that ***Secretary Herring had asked Mrs. King to withhold printing the minutes until he and the Elections Director had the opportunity to verify that she had all the minutes and that they were the correct edition.*** In early December Herring took his notebook to the Office of the Elections Director and together they verified the minutes so they could be printed; some were missing. Secretary Herring shared with the Board Members that some of his emails that were sent to Lenoir County recipients had been placed in the Quarantine Summary file on the County's computer system. When the minutes were not placed on the website, follow-up revealed the emails had been placed in the quarantine file. Mr. Joey Bryan, Lenoir County Director of Information Technology stated he could not understand this because Herring's emails had never been rejected before. He stated that he would contact the agency that maintains the County's "spam file" to make sure that Herring's emails will be delivered to the intended recipients. Since that time Herring's emails have been received by Mr. Bryan and Mrs. King. Herring delivered to the Chairman a 2012 Minutes File which provided the date of the minutes and the date that the minutes were electronically transmitted to Mrs. King. Chairman Kanter stated that the January 15, 2013 minutes will be revised to reflect this information.

Mrs. King passed out multiple calendars for December 2012, January 2013 and February 2013. The 2012 and 2013 calendars show the schedule of events that pertains to the Board and the time off being taken by staff members. The information on the calendars has been consolidated and is listed below.

**Calendars**

<b><u>JA</u></b>	<b><u>BH</u></b>	<b><u>DK</u></b>	<b><u>BP</u></b>
		12/10/12-Conference	12/10/2012
		12/11/12-Conference	12/11/2012
	12/12/2012		12/12/2012
	12/13/2012		12/13/2012
			12/17/2012
			12/18/2012
12/19/2012			
12/19/2012 – Board Meeting			
12/20/2012			
12/21/2012		12/21/2012	
	12/27/2012	12/27/2012	
	12/28/2012	12/28/2012	
	12/31/2012	12/31/2012	
1/2/2013			1/2/2013
1/2/2013 – Board meeting in County Manager’s Office at 2 p.m.			
1/3/2013			1/3/2013
1/4/2013			1/4/2013
		1/7/2013	
1/8/2013 – Board meeting at 10 a.m.		1/8/2013	
		1/9/2013	
		1/10/2013	
		1/11/2013	
		1/14/2013 (.5)	
1/15/2013 – Board meeting in Bob Griffin’s Office at 10 a.m.			
1/15/2013 (sick)			
1/16/2013 (sick)			
1/17/2013 (sick)			
1/18/2013 – Board meeting at 10 a.m.			
1/22/2013 – County Commissioners’ meeting at 4 p.m.			
1/22/2013 – Board meeting at 6:30 p.m. at Election Headquarters			
	1/25/2013		
1/30/2013			
	2/1/2013		
		2/5/2013 (District Mtg-Pamlico Co.	
	2/6/2013		2/6/2013
			2/7/2013
2/8/2013 – Board meeting at 10 a.m.			2/8/2013
	2/11/2013*		
	(-5)		
	2/12/2013*		
	2/13/2013*		
	2/14/2013*		

2/15/2013\*

2/18/2013

2/19/2013

2/20/2013

2/21/2013

2/22/2013

\*Per email received from Mrs. King at 10:06 a.m. on February 11, 2013.

Mrs. King distributed to the Board copies of the year-to-date budget, which was discussed. Questions and answers regarding the Expenditure Statement for Fiscal Year 2012-2013 for Period Ending 1/31/2013.

10-4170-1730 Salaries/Wages-County – Unencumbered Balance of (7,733.10)

Mrs. King is to check with the Finance Department to verify if the additional County appropriations from the General Fund that were approved by the County Commissioners have been deposited in the LCBOE budget. The check from the State Board of Elections for the HAVA funds has not been received.

10-4170-3250 Postage – Unencumbered Balance of (2,877.70)

Mrs. King verified that this overage is related to the large number of cards that the LCBOE was required to mail out. Mrs. King stated she would verify the total of the expenditures.

10-4170-3990 Contracted Services-Other – Unencumbered Balance of (1,330.32)

Mrs. King verified that the overage is the ESS&S contract, price increase.

Kimberly B. Allison gave the attendees [board members, Elections Director, staff, Ms. Gibbs, and the Free Press reporter] copies of NCGS 163-35 entitled: “*Director of elections to county board of elections; appointment; compensation; duties; dismissal.*” Mrs. Allison asked Mrs. King to read the yellow highlighted portions of the statute, which state “**A person shall not serve as a director of elections if he:**

**(7) Is a member, or a spouse, child, spouse of child, parent, sister, or brother of a member of the County board of elections by whom he would be employed.**

Mrs. Allison and Mrs. King shared dialogue regarding NCGS 163-35.

Mrs. Allison asked the Elections Director if there was any travel involved this week and the Elections Director responded that she had obtained approval from the County Manager on February 4, 2013 and she attended a District Directors meeting on February 5, 2013. Mrs. King stated that she rode with the Director from another county, paid for her meal and there was no expense to the county.

Mrs. King informed the Board that all Board of Elections expenditures must now be approved by the County Manager in advance, and that she had obtained Mr. Jarman’s approval to purchase verification cards.

There being no further business and at 10:55 a.m. the meeting adjourned on a motion by Oscar E. Herring, a second by Kimberly B. Allison and unanimous approval.

These minutes were electronically approved by the board members on 8 February 2013.

**APPROVED:**

Sharon L. Kanter  
Chairman

Oscar E. Herring  
Secretary

Kimberly B. Allison  
Board Member