

BURKE COUNTY BOARD OF ELECTIONS
2128 SOUTH STERLING STREET-SUITE 100
MORGANTON NC 28655
TUESDAY MARCH 14, 2023
BOARD ROOM

Attending; Linda Walker, Sandi Walker, Anthony Iovino, Beverly Carlton, and LH Kirksey.
Staff; Debbie Mace Guest; Carla Kincaid

Chairman LH Kirksey called the meeting to order at 10AM, led the Pledge of Allegiance, followed by a moment of silence.

Public Comments

During time allowed for public comments, Carla Kincaid asked about having a speaker from the Board of Elections to inform her group of changes in the elections for this year. Director Mace and board members indicated they would be happy to help out by coming and speaking to her group as well as any civic organization to help inform voters on our elections and recent changes.

Linda Walker made a motion to approve the agenda as presented. All approved.

Sandi Walker made a motion to approve the minutes from February 14, 2023 regular session.

Aye; LH Kirksey, Linda Walker, Anthony Iovino, and Sandi Walker.

Abstain due to absence; Beverly Carlton .

Business;

Director Mace presented the Board of Elections job classifications for Elections Specialist I,II, & III.

1- Discussion was held on the documents. Board members had been given the classifications to go over and help finalize the documents to establish and clarify the respective positions.

After much discussion, it was deemed more practical to go over each position, make changes/improvements/clarifications, if needed, and vote on all changes for each position as a block.

Elections Specialist I :

General Statement of Duties; change :in assisting" to "as directed by"

Distinguishing features of the class; change "training" to "assist"

Duties and Responsibilities; change "trains staff" to "assists precinct officials". Delete "enter election results & run statistical reports"

Knowledge, skills and abilities; Delete "news media, county officials"

Sandi Walker made a motion to approve the changes for Election Specialist I as discussed and noted.

All Approved.

Election Specialist II:

Distinguishing features of the class; Change "Employee performs clerical and administrative functions a significant percentage of the time" to "Cross trains in an effort to be current and knowledgeable of all clerical and administrative functions."

Duties and Responsibilities; Change "staff" to "precinct officials", Delete "Enters election results"

Add: 1-Communicates with Director to assume Director's duties during their absence.

2- Coordinates and carries out duties as instructed by Director. "move to #1 bullet"

Knowledge, skills and abilities; Delete "news media, county officials"

Special Requirements: Attain and maintain NC Notary Public Certification.

Sandi Walker made a motion to approve all changes to Election Specialist II as discussed and noted. Aye; LH Kirksey, Linda Walker, Anthony Iovino, Sandi Walker, Nay; Beverly Carlton

Elections Specialist III:

Duties and Responsibilities;

Bullet #1 add "County IT staff" in sentence "Works with State Board IT staff....on"

End of bullet #1 add."Works with County IT staff on all aspects including maintenance of web page.

Bullet #6 Change "Unity" to "Electionware"

Add Bullet #15- "Prepare each equipment cage with all necessary election supplies for each election."

Add Bullet #19 "Maintain accurate listing of all serial numbers on all pieces of voting equipment and keep a copy of the list on file for each election."

Special Requirements: Delete "maintain a NC Notary Public Certification"

Sandi Walker made a motion to create Election Specialist III position, pay grade 22, with changes in classification specification as discussed and noted. All approved.

2- Discussion was held on PSAs for 2023 fall election. Sandi Walker will work with a media specialist to prepare.

3- Discussion was held on use of the Board of Elections' trailer by the Sheriffs' Department. Board members agreed this use allowance should be on a case by case basis.

Beverly Carlton was excused to leave the meeting at 12:15 PM.

4- Director Mace gave the board members an update on a change in the 2023/2024 budget proposal. \$14,000 was added due to the cost of replacement of equipment scheduled to be updated. This includes 2 personal computers and 7 laptops. FYI no action taken

5- Director Mace gave the board members a manual issued by the State Board of Elections on "Maintaining The Voter Registration Database in North Carolina".

6- Anthony Iovino made a motion to go into closed session to discuss budget item policy at 1pm. All approved.

Chairman LH Kirksey called the open session to order at 1:05 pm.

Linda Walker made a motion to authorize the Director to submit revisions for Elections Specialist I & II and the the Elections Specialist III position created, outlined, and approved by the board. Aye; LH Kirksey, Linda Walker, Anthony Iovino, and Sandi Walker.

Sandi Walker made a motion pending HR's proper changes, the Board of Elections requests the Election Specialists III position be posted internally and then if needed posted publicly. All approved.

Sandi Walker made a motion to adjourn at 1:15 pm. All approved.

Submitted by Sandi Walker, Secretary