

Henderson County Board of Elections  
Minutes of Board Meeting  
May 2, 2023

The Board of Elections met May 2 2023, at 5:00 PM at the Henderson County Board of Elections office at 75 E. Central Street. Members present were Debbie Dante, Secretary, Linda Rebuck, Acting Chairman and William Cutler, Member, and Director, Karen Hebb.

Pledge

Minutes: Minutes were approved for 1/24/23.

Agenda:

Debbie moved to approve the agenda. Bill 2<sup>nd</sup>. Passed unanimously.

Old Business: Debbie requested Director look into the county giving the board members a hendersoncounty.gov email for election business.

New Business:

a) Budget FY 2023-2024 Bill moved to approve budget,. Debbie 2<sup>nd</sup>. Passed unanimously.

Included office employee salary increase of approximately \$15,000.

3 possible primaries

5 general elections

Sources of income: municipalities, filing fees, copies (\$25 for thumb drive or 1<sup>st</sup> 5 pages free then 10 cents pp)

No grants

Fall state in person training

b) District Meeting

District Directors/employees met in Haywood County last week and discussed bills currently in Legislature and a possible Media Campaign for fall directing public to call your county Board of Elections for election information (not your neighbor).

c) Office/Personnel

Director hired Chasity Corn part time March 27, 2023, as Deputy I to job share with Summer.

Office staff went to training in New Bern.

Director announced she is planning to retire in 2 months, to wit, June 30, 2023. Board reviewed and approved Director Qualifications we used in 2017. Director will post job posting asap and run it for 3 weeks.

It's possible Deb may retire at end of the year (Deputy II).

New Board will be appointed in July.

There being no further business, the meeting was adjourned at 5:44 PM.

Debrah Dante  
Secretary

Approved  Disapproved

Approved  Disapproved

Approved  Disapproved

Approved  Disapproved

\_\_\_\_\_  
Chairman

Willy Tule

\_\_\_\_\_  
Member

[Signature]

\_\_\_\_\_  
Member

[Signature]

\_\_\_\_\_  
Member

Approved this the \_\_\_\_ day of \_\_\_\_\_, 2023.

# Meeting Agenda

**Location:** Henderson County Board of Elections  
75 E. Central St.  
Hendersonville, NC 28792

**Date:** May 2, 2023

**Time:** 5:00 PM

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Charles H. Medd (C-D) / Debbie Dante (S-R) / William Cutler (D) / Linda Rebeck (R) / Christian Stolz (D)

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## Agenda details:

**I. Call Meeting to Order**

**II. Pledge of Allegiance**

**III. Approval of Agenda**

**IV. Approval of Minutes**

**V. Old Business**

**VI. New Business**

a) Budget

b) District Meeting

c) Office/Personnel

**VII. Adjournment**



# HENDERSON COUNTY

## NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 2024 FY 2023-2024 BUDGET

FOR PERIOD 99

GENERAL FUND	2022 REVISSED BUD	2023 REVISSED BUD	2024 DEPT REQ	2024 STAFF REC	2024 CO MGR REC	2024 BOC APPRVD
<b>5408 ELECTIONS</b>						
115408 512100 S&W-REG	307,874.00	323,120.00	372,638.00	372,638.00	.00	.00
115408 512200 S&W-OT	35,000.00	35,000.00	55,000.00	55,000.00	.00	.00
115408 512600 S&W-T/PT	83,100.00	70,000.00	119,000.00	119,000.00	.00	.00
115408 512700 S&W-CELLPH	548.00	548.00	550.00	550.00	.00	.00
115408 513500 401(K) SUP	6,935.00	7,263.00	8,629.00	8,629.00	.00	.00
115408 517000 BD MEMBER	15,000.00	15,000.00	15,000.00	15,000.00	.00	.00
115408 518000 FICA	31,760.00	32,924.00	42,195.00	42,195.00	.00	.00
115408 518100 LGERS	38,589.00	43,529.00	55,008.00	55,008.00	.00	.00
115408 518300 MED INS	69,793.00	69,648.00	77,560.00	77,560.00	.00	.00
115408 518400 DEN INS	3,738.00	3,717.00	4,191.00	4,191.00	.00	.00
115408 518600 WKRS COMP	1,956.00	1,956.00	1,956.00	1,956.00	.00	.00
115408 521100 CL&JAN SUP	770.00	1,770.00	1,500.00	1,500.00	.00	.00
115408 522600 PRG&BNDG	34,000.00	34,000.00	37,000.00	37,000.00	.00	.00
115408 523300 PBLCATIONS	500.00	500.00	500.00	500.00	.00	.00
115408 526000 DEPT SUPP	21,214.00	32,000.00	32,000.00	32,000.00	.00	.00
115408 526020 SUPP-NONEX	2,925.00	.00	.00	.00	.00	.00
115408 526200 DP SUPP	3,000.00	2,500.00	2,500.00	2,500.00	.00	.00
115408 532100 TELE&COMM	9,540.00	10,000.00	10,000.00	10,000.00	.00	.00
115408 532500 POSTAGE	24,000.00	20,000.00	20,000.00	20,000.00	.00	.00
115408 537000 ADVRTSNG	5,000.00	2,000.00	1,000.00	1,000.00	.00	.00
115408 537100 TRVL&STAFF	20,000.00	15,000.00	15,000.00	15,000.00	.00	.00
115408 538100 PROF SVCS	16,900.00	26,000.00	26,000.00	26,000.00	.00	.00
115408 539000 CONT SVCS	175,451.00	180,952.00	162,157.00	162,157.00	.00	.00
115408 547200 DUES&MBRSP	550.00	550.00	400.00	400.00	.00	.00
115408 547300 LEASEPROP	.00	60,000.00	60,000.00	60,000.00	.00	.00
115408 547500 RNTL EQUIP	5,000.00	5,000.00	5,000.00	5,000.00	.00	.00
115408 547600 IN&GEN BND	4,801.00	2,756.00	3,035.00	3,035.00	.00	.00
115408 569900 PMTS-AGENC	10,861.00	.00	.00	.00	.00	.00
<b>TOTAL UNDEFINED PROJECT</b>	<b>928,805.00</b>	<b>994,733.00</b>	<b>1,127,819.00</b>	<b>1,127,819.00</b>	<b>.00</b>	<b>.00</b>
<b>9020 HAVA GRANT FUNDS</b>						
115408 526020 9020 NON-EXPEND	17,434.00	.00	.00	.00	.00	.00
115408 526200 9020 DP SUPP	5,900.00	.00	.00	.00	.00	.00
115408 526201 9020 NONCAPTECH	12,784.00	.00	.00	.00	.00	.00
115408 539000 9020 CONT SVCS	8,000.00	.00	.00	.00	.00	.00
115408 551000 9020 C/O-EQUIP	5,396.00	.00	.00	.00	.00	.00
<b>TOTAL HAVA GRANT FUNDS</b>	<b>49,514.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL ELECTIONS</b>	<b>978,319.00</b>	<b>994,733.00</b>	<b>1,127,819.00</b>	<b>1,127,819.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL GENERAL FUND</b>	<b>978,319.00</b>	<b>994,733.00</b>	<b>1,127,819.00</b>	<b>1,127,819.00</b>	<b>.00</b>	<b>.00</b>
<b>GRAND TOTAL</b>	<b>978,319.00</b>	<b>994,733.00</b>	<b>1,127,819.00</b>	<b>1,127,819.00</b>	<b>.00</b>	<b>.00</b>

\*\* END OF REPORT - Generated by JENNIFER MIRANDA \*\*

Account #	Name	
115408 512100	S&W-REG	Office employee salaries
115408 512200	S&W-OT	Office employee over-time
115408 512600	S&W-T/PT	Office temporary workers and one-stop workers
115408 512700	S&W-CELLPH	Director compensation for cell phone usage
115408 517000	BD MEMBER	Meeting expense for board members
115408 522600	PRTG&BNDG	Ballots, voter cards-verification, confirmation
115408 523300	PBLICATIONS	Books needed for office-Notary Manual, Roberts Rules of Order, Public Records Law
115408 526000	DEPT SUPP	Office, one-stop and election day supplies
115408 526200	DP SUPP	Toner for office & polling place printers
115408 532100	TELE&COMIM	Office phone system & cell phones for polling sites
115408 532500	POSTAGE	Funds for office mailings, absentees, list maintenance
115408 537000	ADVRTSNG	Hendersonville Lightning-notices, resolutions, absentee meetings
115408 537100	TRVL&STAFF	Conference expenses-mileage, hotel, food, registration
115408 538100	PROF SVCS	Delivery and pickup of voting equipment, change locks for one-stop sites, pest control, Notary renewal
115408 539000	CONT SVCS	ES&S voting equipment coding & maintenance, election day poll workers
115408 547200	DUES&MBRSP	NCADe/association dues for director & staff
115408 547300	LEASEPROP	Yearly lease for building, polling place rent
115408 547500	RNTL EQUIP	Pitney Bowes postage machine, Uhaul-equipment delivery

## Karen Hebb

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**From:** Karen Hebb  
**Sent:** Monday, May 1, 2023 8:58 AM  
**To:** Bill Cutler; Charles Medd; Christian Stolz; Debbie Dante; linda rebuck  
**Subject:** FW: Court Decisions on Felon Voting, Photo ID, and Redistricting

Thought this would be of interest to you all.  
Karen

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**From:** Cox, Paul <paul.cox@ncsbe.gov>  
**Sent:** Friday, April 28, 2023 5:41 PM  
**To:** SBOE\_Grp - Legal <Legal@ncsbe.gov>  
**Subject:** Court Decisions on Felon Voting, Photo ID, and Redistricting

Directors (via BCC),

The Supreme Court of North Carolina issued three elections-related opinions today. The rulings in each case are summarized below for your information, along with some initial guidance.

### **CSI v. Moore (felon voting rights)**

In this case involving felon voting rights heard by the Supreme Court in February, the Court has ruled that it is constitutional for the General Assembly to require individuals with felony convictions to complete their sentence in full before regaining the right to vote, including the completion of probation, post-release supervision, or parole. The Court also ruled that it is constitutional for a period of supervision (e.g., probation) to be extended due to a person's failure to complete the financial terms of their sentences. The trial court's prior ruling permitted felons to vote unless they were actively incarcerated in prison or jail. As a result of today's opinion, however, the felon voting rules will now return to what they were prior to 2020: individuals with felony convictions have their right to vote automatically restored when they have been unconditionally discharged or have been pardoned. This means if a person is on probation, post-release supervision, or parole for a felony conviction, they must complete that portion of their sentence, in addition to any prison time, before being eligible to register or vote.

The State Board has updated the voter registration form [here](#). We urge you to print and use the new forms immediately to ensure that no ineligible individual is led to believe they are permitted to register to vote. If, however, you receive a voter registration form with the current felon language in Section 10, you should still accept and process the form.

The State Board will work in the coming days to update our data feed from the Department of Adult Corrections (formerly Department of Public Safety) to ensure that the registration denial and removal processes in SEIMS are updated to reflect the eligibility criteria. We will also update voting forms that address eligibility criteria, in advance of elections this fall.

### **Holmes v. Moore (photo ID)**

In this Photo ID case re-heard by the Supreme Court in March, the Court has reversed the injunction against implementation of the Photo ID legislation which has been in place since 2020 and ordered the case to be

dismissed. As a result, the Photo ID statutes enacted in 2018 and 2019 will need to be implemented going forward, starting with the municipal elections this September, October, and November.

As you are aware, the State Board has already begun taking preparatory steps for implementing Photo ID. Further guidance will be forthcoming in regard to next steps for implementation. There is a separate federal case challenging the same laws that remains pending, but there is no injunction against the laws in that case.

**Harper v. Hall; NCLCV v Hall (redistricting)**

In this Redistricting case re-heard by the Supreme Court in March, the Court reversed its prior rulings in the case and has now ruled that partisan gerrymandering claims based on the state constitution cannot serve as the basis of a lawsuit in our state courts. As a result, the Court has disavowed prior rulings that required the legislature to redraw districts that were originally enacted in 2021, and which required congressional elections in 2022 under a court-ordered map. Going forward, the Court has given the General Assembly the opportunity to enact all new districts for state house, state senate, and U.S. House for 2024.

As a practical matter, the General Assembly must enact any new districts before candidate filing in December, and counties should be prepared to take required steps when new districts are enacted (e.g., geocoding voters to new districts).

We will be in touch on further details to implement the court's decisions.

Best regards,

**Paul Cox**  
General Counsel  
NORTH CAROLINA STATE BOARD OF ELECTIONS  
RALEIGH, NC 27611  
919.814.0700  
[www.ncsbe.gov](http://www.ncsbe.gov)



<b>DIRECTOR OF ELECTIONS</b>		
<b>Department:</b> Board of Elections	<b>Position Number:</b> 408001	<b>FLSA Status:</b> Exempt

**GENERAL DEFINITION OF WORK:**

Performs complex administrative and supervisory work in planning, organizing, and directing the operations of the County's Board of Elections Office; performs related work as required. Work is performed under general supervision. Exercises full supervision of the Board of Elections staff. Reports to the Chairman of the Board of Elections.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Plans, organizes, supervises, and directs the Board of Elections staff; supervises the receiving and processing of voter registration applications; oversees the filing of all candidates for County offices; keeps Board of Elections updated on all pertinent information; prepares, administers, and monitors departmental budget.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Appoints, with the approval of the Board of Elections, all full and part-time staff; appoints temporary staff as needed; as appropriate, supervises and disciplines office personnel up to and including dismissal in accordance with the Henderson County Personnel Resolution.
- Receives notification of candidacy for offices.
- Performs work in accordance with the state and federal election laws.
- Reports all changes in election laws to the Board of Elections.
- Informs citizens, media, and election news services of the results of previous elections and other related matters.
- Prepares and designs correspondence, forms, reports, booklets, training pamphlets, ballots, and other materials.
- Supervises the maintenance of the registration records and additions of all new registrations, transfers, party changes, and removals of names of persons as appropriate.
- Supervises the maintenance of all elections office records; ensures proper data entry.
- Arranges for the distribution and delivery of all essential material and equipment for the precincts; notifies party chairmen to submit names for appointment of precinct officials; notifies precinct officials of their appointment ; instructs and directs precinct officials.
- Ensures that voting equipment is programmed properly; maintains and orders parts and supplies for voting equipment.
- Reviews, examines, and certifies the sufficiency and validity of petitions and nominations.
- Supplies all interested persons with proper mail-in registration forms; oversees the issuance and processing of absentee ballots.
- Performs a public relations tasks for the Board of Elections.
- Speaks to civic organizations and school classes about the activities of the elections office and electoral process.
- Provides administrative assistance to the Board of Elections; takes and transcribes minutes of all Board of Election meetings; maintains minutes book; arranges for and maintains tapings of meetings.
- Organizes and coordinates Board of Election meetings; notifies media of all meetings; and prepares news releases.
- Ensures that the office of the County Board of Elections is not used for any partisan political activity.
- Prepares, reviews and maintains accurate records, timetables, reports, and files.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of procedures and policies set forth by the State Board of Elections and the North Carolina General Statutes for registration, voting, and reporting the results of elections; thorough knowledge of federal, state, and local laws and procedures pertaining to elections and the maintenance and protection of registration records; considerable knowledge of modern office practices and procedures; ability to plan, coordinate, train, and supervise the work of others; ability to interpret and apply election laws and regulations; ability to organize numerous electoral voting districts; ability to problem solve within scope of responsibility; ability to communicate and present ideas effectively orally and in writing; ability to operate common office machines required by the position; ability to attend work regularly; excellent interpersonal skills.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in office management, preferably involving public contact.

**PHYSICAL REQUIREMENTS:**

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires stooping, reaching, standing, walking, pushing, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is not substantially exposed to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

N/A.



Henderson County Board of Elections

Welcome Please Sign In

Date: 5/2/23

1. David T. Buckingham
2. Peri David
3. Jane Bilello
4. Kathy Murey
5. Sharon Baulgane
6. Paul Rebeck
7. Lynn Motarland
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_