

Henderson County Board of Elections
Minutes of Board Meeting
July 28, 2023

The Board of Elections met July 28, 2023, at 10:00 AM at the Henderson County Board of Elections office at 75 E. Central Street. Members present were Clay Eddleman, Chair, Debbie Dante, Secretary, Linda Rebeck, William Cutler, and Sharon Pearson, Members, and Summer Heatherly, Director.

Pledge

Minutes: Minutes were approved for 7/25/23.

Agenda: Bill moved to approve the agenda. Linda 2nd. Passed unanimously.

Old Business: None.

New Business: Linda moved to go into Closed Session per NCGS§ 143-318.11(a)(6) to discuss personnel matters; the Director's salary. Bill 2nd. Passed unanimously.

Board moved into closed session at 10:04 AM.

Linda moved to go into Open Session. Bill 2nd. Passed unanimously.

Returned into open session at 11:34 AM.

Documents to send to the State:

Resolution, Approved

Cover letter, Approved

Resolution of Duties of Director, Approved.

Director will forward Board's salary recommendation letter to Attorney Burell so he can place it on the Consent Agenda for the next meeting. There will be a future discussion regarding the Director's Bonus Time hours and flexibility. Director will send the Board a proposal.

Director's Comments:

Aaron and Summer will meet with the Hendersonville City Council on August 23 at 4 pm to discuss moving their primary to March. Senator Moffitt has assured her that the law will be fixed regarding moving all primaries in the county to March.

The next meeting will be 8/22/23 at 5:00 PM to appoint Precinct Judges for a 2-year term and a Closed Meeting to discuss Bonus Time.

There being no further business, the meeting was adjourned at 12:22 PM.

Debrah Watts
Secretary

Greg Eden
Chairman

Willie Auto
Member

Jojo Rebeck
Member

Sharon Pearson
Member

Approved Disapproved

Approved Disapproved

Approved Disapproved

Approved Disapproved

Approved this the 22 day of August, 2023.

HENDERSON COUNTY BOARD OF ELECTIONS

P O Box 2090
Hendersonville, NC 28793
Phone:(828)697-4970



75 E. Central St.
Hendersonville, NC 28792
hcelections@hendersoncountync.gov

RESOLUTION OF THE HENDERSON COUNTY BOARD OF ELECTIONS

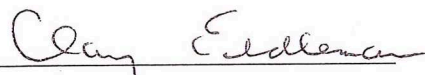
Appointment of Director of Elections


WHEREAS, the Henderson County Board of Elections is tasked by NCGS 163-32(a) to submit the name of a person it recommends to fill the vacancy of the position of Director of Elections to the Executive Director of the North Carolina State Board of Elections, Karen Brinson Bell, upon the retirement of Director Karen Hebb; and

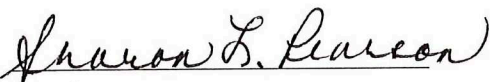
WHEREAS, the Henderson County Board of Elections interviewed applicants sufficient to make a decision; and

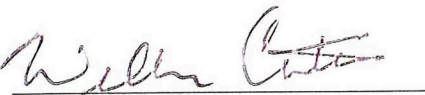
WHEREAS, the Henderson County Board of Elections, met on Wednesday, July 12, 2023, and voted *majority* to recommend Summer P. Heatherly to fill the position of Director of Elections for Henderson County effective immediately upon the Executive Director's appointment.

This the 28th day of July, 2023.


Chairman


Secretary


Member


Member


Member

HENDERSON COUNTY BOARD OF ELECTIONS

P O Box 2090
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July 28, 2023

Karen Brinson Bell
Executive Director
State Board of Elections
PO Box 27255 Raleigh, NC 27611-7255

RE: Director of Elections

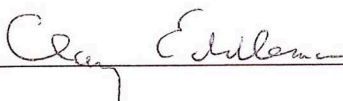
Dear Ms. Bell,

This letter is to confirm that at our meeting held on July 12, 2023, the board voted *by majority* to recommend Summer P. Heatherly to the position of Director of Elections for Henderson County, effective immediately upon the Director's appointment. She will replace our director, Karen Hebb, who retired June 30, 2023. Mrs. Heatherly worked as an office temp at the Henderson County Board of Elections from 2010 to 2020, during each election cycle and was hired on May 11, 2020, to work 20+ hours per week. Mrs. Heatherly has extensive experience and has been assisting the Director for three years. Mrs. Heatherly has been running the Henderson County Board of Elections office since the Director's retirement on June 30, 2023.

Attached please find Mrs. Heatherly's application, acceptance letter and board resolution. Please let me know if you need additional information.

Thank you for your consideration of our choice for Director of Elections.

Sincerely,

 _____, Chairman

Attachments:
Resolution
Application
Directors Duties

**RESOLUTION OF DUTIES
FOR THE DIRECTOR OF ELECTIONS
HENDERSON COUNTY**

WHEREAS, on the 28th day of July, 2023, the Henderson County Board of Elections adopted a Resolution outlining the duties assigned to the Director of Elections in Henderson County, North Carolina; and

WHEREAS, the Director of Elections is required to perform responsible administrative and managerial functions of the operation of the Office of the Henderson County Board of Elections; and

WHEREAS, the Director of Elections is required to organize and direct the daily work of the office and direct and supervise the work of all full-time and part-time office personnel; and

NOW, THEREFORE, BE IT RESOLVED by the Henderson County Board of Elections that the Director of Elections, *SUMMER P. HEATHERLY*, is hereby authorized, directed and required to perform the following duties:

Plan for the various elections on an annual basis covering primaries, second primaries, municipal elections, general elections and special elections;

1. Supervise full-time, part-time, and temporary personnel in the daily charge of the Election Office. Screen, hire and train personnel and review work of permanent staff, with the delegated authority of The Board. The Director shall report the employment of any such employee to The Board for review of potential hires. Screen and appoint, with the approval of The Board, temporary employees as needed during election cycles. Director shall inform The Board of their intent to discontinue services of an appointed Chief Judge or Judge.
2. Project, recommend and present an annual budget and budget amendments to The Board and Henderson County Commissioners; monitor revenues and expenditures of the annual budget; project and plan for capital expenses; negotiate with vendors.
3. Coordinate meetings; prepare agendas; proof read the minutes of all Board meetings; keep the minutes book; correspondence and reports for The Board; inform members of changes in the laws and/or procedural changes to implement. Forward all State Board of Elections numbered memos, notices, advertisements, and publications required by NC law and other pertinent correspondence to The Board.
4. Prepare legal descriptions, resolutions and other printed material required in facilitating the election process in accordance with statutory requirements.

5. Represent the Election Department as a County Department Head and perform all personnel duties with the advice and consent of The Board.
6. Prepare and organize each election; train judges and precinct officials. Maintain contact with precinct officials and keep them informed of changes in the laws concerning their duties.
7. Organize and supervise procedures, methods, and *secure* maintenance of voter registration applications; ensure that each voter is placed in the correct precinct and in the appropriate local, state, and federal districts; ascertain that applicants are eligible to register in the County.
8. Maintain computer system and software for voter registration; verify current registration files; enter new registrations and voting history; make changes and deletions; list maintenance.
9. Direct the efficient operation of the absentee voting process including: mailing of applications and ballots upon voter request, processing of returned ballots and presentation of completed applications for Board approval.
10. Receive filing fees from candidates for County offices and other candidates designated by the State Board of Elections; supply candidates with necessary campaign reporting materials, explain campaign reporting requirements, notify candidates when reports are due and assist candidates with reports upon their request and keep accurate records within the guidelines of the State Board of Elections requirements; notify those elected of swearing in dates; audit and maintain local campaign reports.
11. Check and verify all candidate, political party, and special election petitions.
12. Prepare One Stop Voting Plans for approval by The Board and State Board of Elections; run election set-up programs for One Stop laptops; ensure that all equipment is functioning properly for voting.
13. Manage contracts for the printing of ballots and the purchase of other supplies and equipment required for election administration. Direct the packaging, storage and distribution of ballots, programming and delivery of electronic poll books, and other election materials. Coordinate the delivery of voting machines, voting booths, signs, and equipment to the polling places.
14. Analyze statistical data regarding election results, voter registration statistics, legislation, and regulations; receive, compile and report election results to media, The Board, candidates, and the general public. Submit reports to the State Board of Elections.

15. Supervise the distribution of registration lists, including acceptance of fees, upon request.
16. Serve as Chief Public Information Officer for the County Board of Elections; may delegate as appropriate. Manage all public information policies and procedures. Disseminate information to the news media, political parties, candidates, and the general public.
17. Ensure the timely issuance of all legal and public notices, advertisements and publications concerning meetings, registration, and elections to comply with legal requirements for the notice of meetings as outlined in the General Statutes. Have a current copy of the *Open Meetings and Local Government in North Carolina*.
18. Oversee the County Board of Election's website; ensure that information on the site is accurate and current.
19. Attend State Board of Elections training seminars and maintain status as a Certified Elections Administrator and maintain commission as a NC Notary Public. Ensure that staff apply for and maintain commission as a NC Notary Public.
20. Ensure that all voting equipment is programmed, tested, and properly maintained and order parts and supplies, per State Board requirements. Provide public notice of dates and times when testing will occur.
21. Ensure that the Henderson County Board of Elections office is not used for any partisan political activity.
22. Assist The Board in establishing or changing polling locations for Election Day and One Stop voting.
23. Prepare abstracts and assist The Board with Canvassing of all elections.
24. Perform in a professional manner, the above enumerated duties and any other duties assigned by The Board or the Chairman.

BE IT FURTHER RESOLVED that the Director of Elections, *SUMMER P. HEATHERLY*, is directed to immediately file a copy of this Resolution with the office of the State Board of Elections.

This Resolution shall be effective upon its adoption.

This the 28th day of July, 2023.

Claudia Erdem
Chairman

Albarah Dante
Secretary

Linda Rebeck
Member

William Oute
Member

Sharon L. Pearson
Member

Meeting Agenda

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

Date: July 28, 2023

Time: 10:00 AM

Clay Eddleman (D) / Debbie Dante (S-R) / William Cutler (D) / Linda Rebuck (R) / Sharon Pearson(D)

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

- Personnel
Closed session –§ 143-318.11 (6)

VII. Directors Comments

VIII. Adjournment