

Henderson County Board of Elections  
Minutes of Board Meeting  
February 8, 2022

The Board of Elections met February 8, 2022, at 5:00 PM at the Henderson County Board of Elections office at 75 E. Central Street. Members present were Charles Medd, Chairman, Debbie Dante, Secretary, Linda Rebeck, Christian Stolz, William Cutler, Members, and Director, Karen Hebb.

Pledge

Minutes:

Minutes were approved for 11/9/21 and 12/6/21.

Agenda:

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

Old Business:

Web page review. They are still working on the links.

New Business:

The prior One-Stop Plan the Board approved has been revised as to the dates. Linda moved to accept the revised One-Stop Plan (attached) as presented. Chris 2<sup>nd</sup>. Passed unanimously.

The Board reviewed the proposed 2022-2023 budget (attached). Linda moved to approve. Bill 2<sup>nd</sup>. Passed unanimously.

Linda moved to go into a closed meeting per NCGS§ 143-318.11(a)(1) to discuss personnel matters. Bill 2<sup>nd</sup>. Passed unanimously.

Board returned to open session and there being no further business, the meeting was adjourned at 6:46 PM.

Debbie Dante  
Secretary

Approved \_\_\_ Disapproved

Charles H. Medd  
Chairman

Approved \_\_\_ Disapproved

[Signature]  
Member

Approved \_\_\_ Disapproved

Linda Rebeck  
Member

Approved \_\_\_ Disapproved

William Cutler  
Member

Approved this the 16 day of March, 2022.

# Meeting Agenda

Location: Henderson County Board of Elections

Date: February 8, 2022

Time: 5:00 PM

---

## **Agenda details:**

**I.** Call Meeting to Order

**II.** Pledge of Allegiance

**III.** Approval of Minutes

**IV.** Approval of Agenda

**V.** Old Business

- New Webpage

**VI.** New Business

- One-Stop Plan Discussion and Approval
- Budget Discussion and Approval
- Closed Session - Personnel

**VII.** Adjournment

# HENDERSON COUNTY BOARD OF ELECTIONS

## 2022 PRIMARY EARLY VOTING SCHEDULE

### EARLY VOTING LOCATIONS



**Board of Elections**  
75 E. Central St.  
Hendersonville, NC 28792



**Etowah Library**  
101 Brickyard Rd.  
Etowah, NC 28729



**Flat Rock Village Hall**  
110 Village Center Dr.  
Flat Rock, NC 28731



**Fletcher Town Hall**  
300 Old Cane Creek Rd.  
Fletcher, NC 28732

### EARLY VOTING DATES AND HOURS

Day of the Week	Date	Open Time	Close Time
Thursday	04/28/2022	8:00 am	7:30 pm
Friday	04/29/2022	8:00 am	7:30 pm
Monday	05/02/2022	8:00 am	7:30 pm
Tuesday	05/03/2022	8:00 am	7:30 pm
Wednesday	05/04/2022	8:00 am	7:30 pm
Thursday	05/05/2022	8:00 am	7:30 pm
Friday	05/06/2022	8:00 am	7:30 pm
Monday	05/09/2022	8:00 am	7:30 pm
Tuesday	05/10/2022	8:00 am	7:30 pm
Wednesday	05/11/2022	8:00 am	7:30 pm
Thursday	05/12/2022	8:00 am	7:30 pm
Friday	05/13/2022	8:00 am	7:30 pm
Last Saturday	05/14/2022	8:00 am	3:00 pm

For more details on early voting: Phone- 828-697-4970 Email - [hcelections@hendersoncountync.gov](mailto:hcelections@hendersoncountync.gov)  
website—[www.hendersoncountync.gov/elections](http://www.hendersoncountync.gov/elections)

**SUMMARY OF REQUESTS - (FORM D)  
ELECTIONS**

Acct #	Account Description	Justification	FY22 Adopted Budget	Current Year Estimate	FY 22-23 Budget Request	% Change from FY22 Adopted Budget
<b>DEPARTMENTAL REQUESTS</b>						
521100	Cleaning & Janitorial Supplies		\$770	\$750	\$770	0.0%
522600	Printing & Binding		\$34,000	\$33,000	\$34,000	0.0%
523300	Publications		\$500	\$200	\$500	0.0%
525001	Gasoline/Diesel	0	\$0	\$0	\$0	0.0%
526000	Departmental Supplies & Materials		\$35,000	\$19,000	\$35,000	0.0%
526200	Data Processing Supplies		\$3,000	\$2,200	\$3,000	0.0%
526201	Technology (Capital & Non-Capital)	From Form "F" Items to be funded by your dept.	\$0	\$0	\$0	0.0%
532100	Telephone & Communications	State Board of Elections multi-factor authentication requirements	\$4,000	\$9,000	\$10,000	▶ 150.0%
532500	Postage		\$24,000	\$13,000	\$24,000	0.0%
535200	M&R-Equipment		\$0	\$0	\$0	0.0%
537000	Advertising		\$5,000	\$600	\$5,000	0.0%
537100	Travel & Staff Development		\$20,000	\$2,000	\$20,000	0.0%
538100	Professional Services		\$30,000	\$10,000	\$30,000	0.0%
547200	Dues & Memberships		\$550	\$200	\$550	0.0%
547300	Rental of Real Property		\$60,000	\$58,000	\$60,000	0.0%
547500	Rental of Equipment		\$5,000	\$6,300	\$5,000	0.0%
547600	Insurance & General Bonding		\$4,801	\$2,638	\$4,801	0.0%
<b>TOTAL</b>			<b>\$988,805</b>	<b>\$682,918</b>	<b>\$1,004,240</b>	<b>1.6%</b>

**FY 23 Operating Costs = \$413,591**  
**FY 22 Operating Costs = \$407,612**  
 (BOC Approved) **\$5,979**

FOR BUDGET USE ONLY		ENTERED
▲	Original Dept. Request	
△	Staff Analysis	
△	Dept. Request (Level 1)	
△	Staff Rec (Level 2)	
△	Co Mgr Rec (Level 3)	___/___/___

**FISCAL YEAR 2022-2023**  
**SUMMARY OF REQUESTS - (FORM D)**  
**ELECTIONS**

Acct #	Account Description	Justification	FY22 Adopted Budget	Current Year Estimate	FY 22-23 Budget Request	% Change from FY22 Adopted Budget
<b>PERSONNEL BUDGET</b>						
512100	S&W-Reg		\$307,874	\$268,905	\$313,244	1.7%
512200	S&W-Overtime		\$35,000	\$5,150	\$35,000	0.0%
512600	S&W-Temporary/Part-Time		\$70,000	\$13,068	\$70,000	0.0%
512700	Cell Phone Allowance		\$548	\$546	\$548	0.0%
513500	401(K) Supp Def Comp		\$6,935	\$5,465	\$7,043	1.6%
517000	Board Member Expense		\$15,000	\$8,300	\$15,000	0.0%
518000	FICA		\$31,760	\$20,749	\$32,164	1.3%
518100	Retirement-LGERS		\$38,589	\$31,150	\$42,329	9.7%
518300	Medical Insurance		\$69,793	\$48,152	\$69,648	-0.2%
518400	Dental Insurance		\$3,738	\$2,590	\$3,717	-0.6%
518600	Worker's Compensation		\$1,956	\$1,956	\$1,956	0.0%
<b>TOTAL PERSONNEL REQUESTS</b>			<b>\$581,193</b>	<b>\$406,030</b>	<b>\$590,649</b>	<b>1.6%</b>

<b>CAPITAL / NON-EXPENDABLE DEPARTMENTAL REQUESTS - AMOUNTS FILL IN AUTOMATICALLY FROM FORMS</b>						
526020	Dept. Supp - NonExpendable	Automatically filled in from Form "B1"	\$0	\$0	\$0	0.0%
551000	Cap Out-Equipment	Automatically filled in from Form "B"	\$0	\$0	\$0	0.0%
553000	Cap Out-Vehicles	Automatically filled in from Form "C"	\$0	\$0	\$0	0.0%
539000	Contracted Services	Automatically filled in from Form "G"	\$180,991	\$120,000	\$180,970	0.0%

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
  - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
  - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
  - (10) To view a recording released pursuant to G.S. 132-1.4A.
- (b) Repealed by Session Laws 1991, c. 694, s. 4.
- (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.
- (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

Henderson County Board of Elections

Welcome Please Sign In

Date: 2/8

1. Patricia Rogers KVV
2. Michael Veatch
3. Sharon Brufine LSV
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_