



# ROCKINGHAM COUNTY

## BOARD OF ELECTIONS

### BOARD MEETING MINUTES

February 21, 2017 – 4:00 PM

Regular Meeting

The Rockingham County Board of Elections met Tuesday, February 21, 2017, at 4:00 pm in the Board of Elections Board Room.

Board Members Present: Toni K. Reece, Chair; Velma Loy, Secretary; and Royce Richardson, Member

Staff Members Present: Tina Cardwell, Director; and Keli Watkins, Senior Deputy Director

Other Persons Present: None

#### **ITEM #1 – MEETING CALLED TO ORDER**

The Board meeting was called to order at 4:00 pm by Chair Reece.

#### **ITEM #2 – APPROVAL OF AGENDA**

Secretary Loy made the motion, seconded by Member Richardson, and the vote was unanimous to approve the Agenda for this meeting.

#### **ITEM #3 – APPROVAL OF MINUTES**

Member Richardson made the motion, seconded by Secretary Loy, and the vote was unanimous to approve the minutes of the January 17<sup>th</sup> Regular Meeting as presented.

#### **ITEM #4 – PUBLIC COMMENTS**

No member of the public signed up to speak.

#### **ITEM #5 – ELECTION CONFERENCE REVIEW**

The Board reviewed information discussed at the 2017 Winter Elections Conference including records retention, Election Law changes and updates on redistricting.

#### **ITEM #6 – 2017 – 2018 BUDGET**

Director Cardwell provided to the Board a 2017-2018 Budget Calendar, the Draft Budget for Elections and a Budget Reduction Plan. She indicated that the budget criteria directed by County Management was updated to reflect the cost of a possible 2017 Primary Election, a possible 2017 Countywide Election (instead of only Municipal Elections) and a possible fourth Board Member. Director Cardwell outlined the Draft Budget and the Budget Reduction Plan. The Board reviewed each line item and discussed possible ways to reduce the budget.

**ITEM #7 – OFFICE SAFETY**

The Board discussed office safety and ways to improve the Emergency Response Plan.

**ITEM #8 – NEW BUSINESS**

- a. HELP, Inc. is being given property on which to build a location to house their facility. Director Cardwell has a meeting planned with the County Manager and the Engineering & Public Utilities Director to discuss why the Board of Elections should be considered to utilize the space when it is vacated.
- b. Director Cardwell provided to the Board copies of new bills and laws.
- c. Member Richardson asked Director Cardwell to remind the Party Chairmen that Precinct Officials cannot be Precinct Chairs for their perspective party.
- d. Member Richardson discussed party precinct meeting posters at polling locations.

**ITEM #9 – ADJOURNMENT**

Secretary Loy made the motion, seconded by Member Richardson, and the vote was unanimous to adjourn this meeting at 4:56 pm.

Next meeting is set for March 21, 2017 @ 4:00 pm – Regular Meeting

Minutes Read and Approved,

Respectfully Submitted,

---

Toni K. Reece, Chair

---

Tina Cardwell, Director