



MONTGOMERY COUNTY
BOARD OF ELECTIONS

Teddi Benson Chairperson
John Adams, Secretary
Debbie Burris, Member
Dree Wynkoop, Member
Tasha Medley, Member

BOARD MINUTES
Tuesday, March 18, 2025
5:30PM

The Montgomery County Board of Elections (BOE) met on March 18, 2025 at 5:30PM at the BOE office located at 327 N. Main Street in Troy, NC. Board members present were Teddi Benson, John Adams, Dree Wynkoop, Debbie Burris, and Tasha Medley. BOE staff present were Director Kimberly Walter and Deputy Director Donna Moore.

Chairperson Benson called the meeting to order at 5:31PM.

Board Meeting Agenda was presented for approval. Member Burris made a motion to approve the agenda and Member Adams seconded the motion. All were in favor and the agenda was approved.

The minutes of the February 11, 2025, Regular Board and Closed Session Board meetings were presented for approval. Member Adams made a motion to approve the minutes and Member Burris seconded. All were in favor. The minutes were signed and returned to BOE office staff to file and have posted on the BOE website.

Director Walter shared the director's report noting activities since the last Board meeting. A copy of Director's Report 3/18/2025 is attached.

Director Walter said she wanted to inform the Board that a locksmith retained by County Maintenance came and re-keyed the two doors connected to the other side of the building to the same key as the exterior doors. She noted that these keys are "Do Not Duplicate" keys and she will verify the total number of existing keys, so they are all accounted. This activity was not included in the Director's report as it was revealed earlier today after the Report was printed.

Old Business

Incomplete Past Meeting Minutes

Deputy Director Moore advised that each of the Board Members had checked their records and notes to provide information needed to complete the November 14 and 15, 2024 meeting minutes and those are now ready for Member signatures and submission for posting to the website.

Tabled Items from Last Month's Board Meeting

Chairperson Benson noted that there were two items tabled at last month's meeting to give all Members an opportunity to review documents and be prepared to discuss at this meeting. These items were the Precinct Worker Appointment Information/Pay sheet and the Contractor Pay Breakdown. All Members indicated that they received the documents, have reviewed them and are prepared to proceed to discussion on those items.

Precinct Official Appointment Information and Pay

Director Walter reported that the Board set the pay rates previously as follows: Chief Judges: \$11/hr, Judges: \$10/hr and Assistants: \$10/hr. Member Adams explained that the Assistants are often required to do the duties of a Judge. Director Walter confirmed that Early Voting Workers (formerly One Stop Workers) had a pay rate of \$10/hr and that there was previous discussion not to have a Warehouse Assistant. Director Walter noted that she wanted to train someone as a Rover who will go to the precincts to repair and replace as needed the DS200 head and other election equipment. The Members agreed and set the Rover pay rate at \$10/hr. Director Walter advised that Pam Hurley was hired as the Part-Time Office Assistant so no other Office Assistants should be necessary, however, she may need to bring someone in to help due to the reduced time allowed between Election Day and Canvass to complete duties required to finalize the election. Member Adams said that the position should not be eliminated. Member Medley emphasized that it should remain an available option just in case something comes up and someone else is needed. It was discussed that the pay rate for any additional temporary office assistant would be \$10/hr. Member Adams made a motion to approve the changes to the Precinct Official Appointment Information Sheet to reflect the position titles and pay rates. Member Medley seconded the motion. All were in favor and the motion passed.

Contractor Pay

Director Walter advised that she had no additional information regarding to the Contractor Pay to share. She reiterated that the documents that were provided at the last meeting illustrate the differences in costs between odd-to-even and even-to-odd election cycles. She said that the current cycle is an odd-to-even year having the 2025 Municipal and 2026 Primary elections and expects the cost to be the lower amount. She said that the General Election occurs in even-to-odd years. Member Wynkoop made a motion to accept the proposed contract as presented. Member Burris seconded the motion. Member Medley asked who the parties would be to sign the contract. Deputy Director Moore explained that the top page is the standard contract provided by the County and others are the terms, duties, and policies specific to the department. Director Walter and the Contractor would sign the acknowledgment of the addendums. The County Manager and the Contractor provided contract would sign county provided contract. Following that clarification, all Members were in favor and motion passed.

No one spoke during the open Public Comment period.

New Business

New Office Assistant

Chairperson Benson announced that Pam Hurley had been hired as the new Office Assistant. She stated that she had met Pam and witnessed the Staff working well together.

Rescind Motion to Cancel Meetings with Five or Fewer Absentee Ballots to be Reviewed

Deputy Walter explained that the Board passed a motion during the August 13, 2024, meeting that if five or fewer Absentee ballots were received, the scheduled Absentee meeting would be cancelled and that she learned during the New Director Training Conference that County Boards must meet to review Absentee Ballots even if there is only one ballot received during the week.

Member Medley briefly interrupted, saying she had a matter she wanted to revisit before proceeding with the New Business. She advised she was absent from the last meeting, but at the prior meeting, the Members had gone back and forth when considering who determines the pay for the Director of Elections. She stated the current staffing is good and they are expected to be in place for the duration, but she wanted it to be clear, for the record, that when the Board is faced with hiring and considering pay for a new Director of Elections in the future, the protocol is already established, and extensive time and discussion is not needed. She provided a copy of the N.C. General Statute 163-35(c) to all Members, which specifies how the pay for the Director of Elections is determined.

Chairperson Benson returned to continue discussion regarding the need to rescind the motion pertaining to meeting when there are five or fewer Absentee ballots received. Member Adams explained that during the Absentee season of every election, the Members discuss this and when a decision was made not to meet, it was only for that specific election cycle. He said that, as he understood, it was not a standing resolution. Chairperson Benson asked how it was worded. Director Walter provided a verbatim reading of the motion as recorded in the minutes from August 13, 2024. The Members concluded that rescinding that motion was not appropriate as it was made specifically as it related to the Board Meeting schedule provided by Director Johnson for the 2024 General Election. Member Adams stated that if there were no Absentee ballots the Board would not meet, but if there is just one, the Board would meet to review it.

Felony Voter Registration Applications

Director Walter presented to the Members two Voter Registration Applications that had been received since the last Board meeting and were determined, during processing, to have been submitted by individuals currently serving an active felony sentence. She explained that any individual who is currently serving an active felon sentence is ineligible to become a registered voter. She asked Members to review the applications along with the applicants' current criminal records and consider a motion denying these registrations. Each Member reviewed the documents presented. Member Adams made a motion to deny the Voter Registration Applications for the two individuals based on information and research provided to the Board by BOE. Member Wynkoop seconded. All were in favor and motion passed.


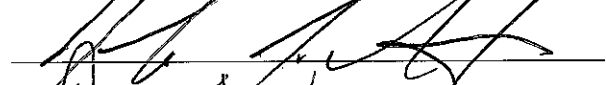
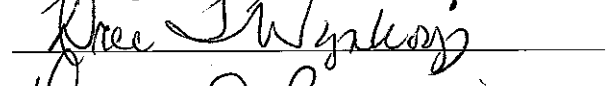


Director Walter noted that she intended for there to be a discussion on the BOE budget but failed to list it separately from the "Budget Discussion – Contractor Pay" item when preparing the agenda. She said she would like to discuss the budget which includes the Contractor Pay approved earlier during this meeting. Member Adams made a motion to amend the agenda to add Budget Discussion. Member Medley seconded and all were in favor. Director Walter reported that the BOE Budget is due to County Manager Frankie Maness by April 11, 2025. She gave the Members a copy of the budget proposal she has been working on. She noted that if there is a question mark noted beside an item, it was because she was uncertain as to what the line item refers. Member Medley asked who developed the line items. Director Walter told her that those were provided to her by the County. Member Medley asked if there was a description or a definition that explains the line items so that the budget could be developed based on knowing what expenses are appropriate for each of the established lines. Member Adams suggested that Director Walter get the definitions of the line items from the County Manager by the end of this week, send the Members an email with the definitions by middle of next week, allow each

Member to work individually on the Budget and be prepared to come together at the next regular meeting scheduled for April 8, 2025, to finalize the BOE Budget proposal so the Director could get it to the County by April 11, 2025. Director Walter emphasized the data in the column highlighted in yellow are the amounts she determined to be needed for each item based on her current understanding of what each line item represents and suggested that the Members refer to the 2023 Budget as guidance as it closely relates to what the expenses would be for this budget.

Member Adams recognized Rosa Little, Democrat Party Chair, and Allen Mashburn, who may be the next Republican Party Chair, in the audience and thanked them for attending this meeting.

Chairperson Benson noted that she read an article in the paper a couple of weeks ago saying that the County was considering the reallocation of buildings and it mentioned the BOE would move back to the courthouse. Director Walter advised that she had not been approached by anyone or told anything regarding any changes. She said that she was aware that there was a reception a few weeks back for some department heads where the County Commissioners were touring county offices. She reported she was not invited to any reception and that no one has come to tour the BOE office. Director Walter suggested that she would be open to inviting the Commissioners to a meeting/open house so they could tour the office. All Members indicated that it would be a good idea and suggested inviting them to the next meeting.

With no further business on the agenda, comments or discussion, Chairperson Benson called for a motion to adjourn. Member Adams made the motion and Member Wynkoop seconded. All were in favor and the meeting adjourned at 6:34PM.

	CHAIR
	SECRETARY
	MEMBER
	MEMBER
	MEMBER

Director's Report 3/18/2025

2/12/2025 Notified Human Resources of Applicants not chosen for an interview, so they could notify the applicants.

Notified applicant to be interviewed on Friday, February 21 at 6:00 p.m.

Our State Field Rep Steve Adams made a visit on Wednesday, February 12. I had a few questions; he was able to answer.

Donna and I had been in conversations concerning our part-time office assistant and wanted to reach out to Pamela P. Hurley (Pam). Donna was able to speak with Pam Hurley about the part-time election's employee position when Pam stopped by the office on Friday, February 14th to see if she would be interested, she was, then I followed up with a phone call on Tuesday, February 18th with more details about the job. She confirmed her interest and availability. I turned in her information to Human Resources for them to make contact and schedule needed forms and appointments to complete the hiring process for this position. Pam completed necessary forms and drug test on 2/25/25.

2/19/2025 Before leaving for the county wide early dismissal due to weather, county IT was able to get the ports installed to have Directors desk relocated.

2/20/2025 Emailed the three municipalities requesting any information concerning annexations that would impact the upcoming November 2025 Elections. Biscoe responded that there are no changes to report.

2/25/2025 Representative Cody Huneycutt came to our office and presented us with a NC State flag.

Director attended Notary training on 2/27/2025

3/3/2025 Donna Moore's first day as the Deputy Director of Montgomery County Election's

3/4-3/5 Print Elect came and performed maintenance on our DS200's and ExpressVote machines. 2 machines of concern: 1 needed the scanner bars cleaned the other machine fell over during delivery, it was tested and found to be fine. The cabinet for that machine however, had the side lock broken as a result of the fall. It will need to remain in the office for absentee ballots/provisionals. This was recommended by the Print Elect Technician. The other option is to buy a new cabinet to replace it, which is estimated to be \$2000.

Director's Report 3/18/2025

Looking ahead to 2027-We will need to replace batteries for the DS200's-as of now they are \$225 each that will increase by then. Also, it was recommended to order in a timely manner so they can be installed during the maintenance visit-this will save us money.

During this visit it was recommended, to prolong the life of our machines, to make a trade according to the machine's odometer reading or the protected count reading. The precinct machine with a higher protected count number were swapped with a machine from a precinct that had a lower protected count number, ensuring the number of ballots going through the machines is more balanced, and no one machine gets overworked too quickly adding life to all of our machines.

After maintenance was performed all DS200's and ballot containers were vacuumed and wiped clean. We received assistance from our student volunteer Miss Emma Russell to complete this task.

March 10-March 14 New Director's Training

The conference went well, met a number of brand new directors and some that had been the deputy for a long time before being able to be appointed as the director of their county. So, they had a lot of experience. It feels good to have many more connections to reach out to for any additional help needed.

I unintentionally found out we need to resend the motion made on August 13, 2024, to only have an Absentee meeting if we had more than 5 Absentee ballots to review. I have attached the response concerning this question from the state in your packets.

3/17/2025-Printed NCOA cards-There were 71 cards *see NCOA document in your folder*

3/17/2025 Made a request to the county manager and IT to stop receiving Rhonda's emails, it was done!

3/18/2025 Pam Hurley has been hired to be our office assistant. Her first training day was today, and she will take care of the office in our absence. She retired from the County Clerk's office in 2019, that time combined with her previous employment of working with the town gave her a total of 30 years. She has been a precinct official and assisted with the county-wide recount and with hand to eye counts. She will make an amazing addition to our staff.