



MONTGOMERY COUNTY **BOARD OF ELECTIONS**

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

BOARD MINUTES **Tuesday, February 11, 2025** **5:30PM**

The Montgomery County Board of Elections (BOE) met February 11, 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 and Debbie Burris. Member Tasha Medley called prior to meeting to advise she would be unable to attend. BOE staff present were Director Kimberly Walter and Office Assistant Donna Moore.

Chairperson Benson called the meeting to order at 5:29PM.

The board meeting agenda was presented for approval. Member Wynkoop made a motion to approve the agenda and Member Burris seconded the motion. All were in favor and the agenda was approved.

The minutes of the November 21, 2024 Canvass/Recount Meeting, January 14, 2025 regular Board Meeting and the January 27, 2025 Special Board Meeting were presented for approval. Member Burris made a motion to approve the minutes and Member Wynkoop seconded. All were in favor. The minutes were approved, signed and returned to BOE office staff to file and make available for posting on the BOE website.

Director Walter shared the director's report noting activities since the last Board meeting. The report is attached as an addendum.

No one spoke during the open Public Comment period.

Old Business

Member Burris provided information to finalize minutes from the November 21st meeting and all Members present signed and returned them to BOE office staff to file and to have posted on website. Assistance with the completion of November 14 and 15, 2024 Board Meeting minutes requested. Member Wynkoop said that she thought she had notes at home that would finalize those meeting minutes and that she would provide them to the BOE staff.

Chairperson Benson confirmed that former Director Rhonda Johnson's resignation was effective 1/14/25.

Board Members each noted they reviewed the Incident Reports Summaries provided to them at the last meeting and did not see anything that would need any actions by the Board.

Chairperson Benson confirmed that Kimberly Walter was sworn in to the Director of Elections position on January 30, 2025, during a very nice ceremony with reception following.

New Business

Preliminary Hearing: Objection to Removal for Felony

Chairperson Benson announced that all Board Members received the packet regarding the notification of removal due to felony and the voter's objection to their removal. She advised that the Board would be conducting a Preliminary Hearing to determine if the challenge is to move forward to an Evidentiary Hearing and to set the date for that hearing if necessary. Director Walter provided the Board with a copy of the voter's registration forms, List Maintenance Action Form, and voter profile to establish that she was actively registered to vote. The Board reviewed the Notice of Removal sent to the voter and the voter's objection which was signed and submitted within the allowed time. Member Adams made a motion to move forward to an Evidentiary Hearing to be conducted on March 18, 2025, at 6PM and Member Wynkoop seconded. All Members agreed and the motion was approved. Director Walter advised that notice of the hearing date/time would be sent to the voter and County Attorney Russell Hollers.

Facebook Page

Director Walter reported that during her meeting with the County Manager, she was told that the Board would need to approve the creation of the Montgomery County BOE Facebook page. The Members commented that they thought a Facebook page would be good for the office and the county. Member Adams made the motion to approve the development of a BOE Facebook page, the motion was seconded by Member Burris, all Members agreed, and the motion passed.

Website: Precinct Official Appointment Information/Wages

Director Walter presented the Board with a copy of the content page currently on the County's BOE website which provides the position titles, descriptions and pay rates. She noted that the Board voted during the 12/10/24 regular meeting to change the payrate for Assistants to \$10.00/hr so they would be the same as the Judge payrate, but she wanted them to review the other positions and information to see if any changes were needed. Member Adams made a motion to table this topic until the March 18th Board meeting. Member Wynkoop seconded the motion, and all Members were in favor. The discussion for this was tabled until the next meeting.

Budget Discussion – Contractor Pay

Director Walter provided the Board Members with a copy of the current budget with balances noted as of February 5, 2025. She also informed the Members that she had requested a copy of all receipts paid out to the Contract Worker from 2023-2024 so that she could use those as a basis for establishing the contract required by the County for services provided by the Contactor to the BOE. She also shared with the Members the standard contract the County uses for all contracted vendors/workers. She advised that she developed a proposed contract and requested the Board review and provide comments/guidance. Member Adams made the motion to table this agenda item for discussion at the March meeting with finalization at the April meeting. Member Burris seconded the motion. All were in favor and the Budget Discussion – Contractor Pay was tabled.

March Board Meeting Date Change


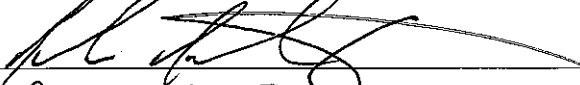
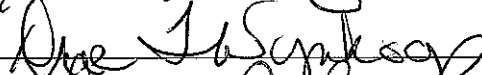

Director Walter requested the Board change the regular March meeting from March 11th as she would be away at New Directors Training from March 10-14, 2025. She suggested it be changed to Tuesday, March 18, 2025. This was discussed earlier in this meeting when discussing the Evidentiary Hearing and Budget discussion, but there was not an official motion made. Member Adams made a motion to change the next regular meeting from March 11th to March 18th and Member Wynkoop seconded. All Members were in favor and the motion passed.

Closed Session – Personnel Matter

Chairperson Benson noted that the Board was going to go into closed session to discuss the Deputy Director position and to review applications that have been received. The Board entered Closed Session at 6:31PM.

The Board returned from Closed Session at 6:50PM

With no further comments or business on the agenda, Chairperson Benson called for a motion to adjourn. Member Burris made the motion and Member Wynkoop seconded. All were in favor and the meeting adjourned at 6:51PM.

 _____	CHAIR
 _____	SECRETARY
 _____	MEMBER
 _____	MEMBER
_____	MEMBER

Directors Report 2/11/2025

02/11/2024

- Office staff packed all absentee and supplemental supplies from General Election and took the boxes to the retention holding area.
- We have been in the process of updating Kenneth's contract correctly, which can be presented to the board today.
- I met with the county manager and shared with him the concerns I had made the board aware of, it appears to be a closed matter at this time.

Mr. Maness did thank me for all we have been doing here.

He provided guidance on registering for conferences and hiring a permanent part-time person. We discussed a social media account, and he advised that the board needed to approve having our own facebook page. That approval is on the agenda for today. Once approved, I will meet with Savannah Heath to get started.

- The Zoom Account was cancelled on January 29, this cancellation was approved at our last meeting.
- On 1/23 I took care of registering and lodging bookings for:

New Directors' Conference 3/10-3/14 in Raleigh, Director only will attend.

Total Lodging Amt: \$593.43

NCADE Conference 3/23-3/25 in Durham for the Director and Deputy Director.

Total Lodging Amt: \$812.66

Registration Total: \$600.00

Attendees for the State Conference on July 27 – 29 in Wilmington will be the 5 Board Members, Director and Deputy Director.

Total Lodging Amt: \$2020.44

Registration Total: \$2205.00

Total for bookings and registrations was \$6231.53

\$2006.09 came out of the 2024-2025 budget-

Starting Balance Available \$4641.46

-2006.09

leaves a balance of 2635.37

This total includes New Directors' Conference & NCADE Conference

Total for State Conference \$4225.44 will come out of the 2025-2026 budget

Starting Balance ?5000 - 4225.44 = leaving \$774.56

In 2026 there will not be an NCADE conference. They take place in odd numbered years only.

Directors Report 2/11/2025

- In your packets you have an updated budget as of 02/05/2025.
- 1/27/25 The Board met at 4:00 p.m. and went into a closed session to recommend Kimberly M Walter as Director to the State Board. Once the required documents for this recommendation were signed, they were submitted to the state via email that afternoon.
- 1/29/25 Deputy Director received an appointment approval letter from the Executive Director of Elections for the nomination of Kimberly M Walter to Director of Elections effective January 29,2025
- Kimberly M Walter took the oath of office for the Director of Elections for Montgomery County at 9:00 a.m. on January 30, 2025, then the new Director went to the Sheriff's office to be fingerprinted and then to the clerk's office to receive her criminal record. Once the required documents were compiled, they were mailed to the State Board of Elections per email instructions from the state.
- Deputy Director's job was posted on the county website 1/31/2025. Closed 2/7/2025
- Director is scheduled for Notary Public training 2/27/2025.
- The web site has been updated with new Director information. I also updated the Elected Officials in Montgomery County and their terms of office this form has been placed on the website under the Candidate Filing tab.
- I met with the county Facilities Supervisor on Friday, January 31, he will have the door locks changed on two exterior doors and 3 interior doors they will all be keyed the same. The other office doors will not have locks changed.
- He also confirmed that the Directors desk can be moved to the other side of the office making the Director more accessible to the public when there is a necessary meeting taking place. He will team up with the County IT Department to make this happen.
- The boardroom table in the middle section of the building that is not being used was presented as an option for our board to use in our boardroom. He will verify with the County Manager that it would be ok, then take care of moving this board table to our part of the building for our board members.
- Mailing Voter Cards: Tabs seem to be working on the voter verification cards. Minimal returns have had separation issues.
- We finished printer relabeling and container cleaning and labeling. I found the missing printer. We only have 1 that doesn't work. Currently Wadeville only has 1 printer, they need 2.

Directors Report 2/11/2025

- Director called PrintElect and they confirmed equipment maintenance visit should be the end of February into the month of March. I will receive a call when they know their date of arrival for sure. I emailed them with serial numbers of the two machines that needed special attention due to issues during the last election.
- Representative Cody Huneycutt is scheduled to drop by our office on Tuesday, February 18th to present us with a North Carolina State flag to be placed in our board meeting room.
- The State requested election costs for the November 2024 election. Please see the breakdown of the costs and the amount that was turned into the state.
- State also requested the number of Precinct Officials we had in certain age ranges. Those results are below:

Under 18 yr-2

Age Range	Number of Precinct Officials
18-25 yr	3
26-40 yr	4
41-60 yr	23
61-70 yr	18
70+	20

- Director will be taking Friday, February 14th and Monday February 17th off.

Directors Report 2/11/2025

General Election Total Breakdown

Absentee Supplies/costs:

Labels for Absentee Envelopes \$459.03

Postage for Absentee \$775.20

Absentee Envelopes \$160.00

Total: \$1394.23

Ballot/Machines costs:

Paid to PrintElect

1st Ballot printing: \$8504.01

2nd Ballot printing: \$10,093.47

Paid to: ES&S Election Systems & software, LLC

Ballot Setup- \$2978.00

Precinct- \$620.00

Ballot layout- \$1994.90

Ballot Prep - \$4356.59

Total: \$28,546.97

Payroll:

Office personnel- \$11,375.85

EV Election Officials- \$26,044.39

ED Election Official- \$10,286.75

Total: \$47,706.99

General Election Grand total: \$77,648.19