

DEPARTMENTAL ACTIVITIES & GOALS

Activities:

- 1) Maintain the Elections office 40 hours a week. Expect extended hours as necessary. Receive and respond to all correspondence; answer questions regarding voter registration, voting precincts, campaign finance. Provide requested information within the bounds of the election laws. Prepare Voter Guides, keep web page information current.
- 2) It is important that the Director, Deputy Director, and Board of Election members uphold the current election law and all new state mandates. Serve the citizens of Davie County by sharing this information, and by conducting fair and just elections.
- 3) The Director and Deputy process all voter registration applications by mail, in person, from all Public Assistance Agencies and multiple D.M.V. offices. It is their responsibility to determine if the application is for a new applicant or for an address or name change. All application information, new or updated is scanned into the voter registration software; and verified with a voter registration card. In some instances it will take two or three mailings to complete this process. When applicant has been registered in another county or state, notification is mailed or scanned and emailed for cancellation to the previous location.
- 4) Update the media of candidate filing dates, absentee voting request periods, and publicize all elections.
- 5) Certify filing eligibility of each candidate, receive filing fees, and deposit fees into county account.
- 6) Ballot layout data must be approved by the director before information is made available to the ballot coding vendor, Print Elect for coding the ballots for iVotronic DRE voting machines & the paper ballots for the m100 Optical Scan tabulator machines. Paper ballots must be available to mail to persons requesting to vote by mail at least 50 days prior to all Election Dates.
- 7) Personal Electronic Ballot (PEB's) and Flash Cards must be defined for each precinct and multiple one stop voting machines for the mandated Logic and Accuracy testing of each machine. The tests must meet all state requirements, with paper back-up before the machines are qualified, secured and sealed for delivery to the designated precinct.
- 8) Expedite absentee ballot applications; keep Board members advised of mandated meetings to review applications, mail, and record receipt of ballots when returned. The "One stop/no excuse" voting is now available for all elections the second Thursday before the election through 1:00 p.m. Sat. before the election. Four additional sites are staffed and open for a minimum of 6 days for all county elections.
- 9) As required by state election laws, we must communicate with county party chairs; coordinate listing of all registered voters twice yearly upon request, as well as electronically to the state party chairs.
- 10) Remain in contact with appointed precinct officials, keep them informed of election schedules, and provide proper training prior to each election. Ensure all necessary precinct equipment and supplies are secured for conducting an election. Recruit poll workers assistants for each polling place.
- 11) Prepare for the Election canvass; prepare official election results abstracts for the State Board, Clerk of Court, and election office files; and mail certifications to persons elected.
- 12) Prepare agenda for Board's monthly meetings, record minutes, and notify members of mandated meetings, and seminars. Prepare board for hearings, protests, and challenges.
- 13) Create lists, disks, and labels as requested for sale to candidates, or the public upon request. Creates deposit slips of funds for the county revenue account, and then sends a monthly report to Finance Dept.
- 14) Maintain communication with both the residents, and other county departments by attending county staff meetings, sharing department activities to be scheduled with other departments.
- 16) Be present at all mandated State Seminars, Core Classes, NCADE, and District meetings for special training, to share information, gain knowledge about law changes and new voter registration software procedures.
- 17) It is the responsibility of the elections office to see that a supply of voter registration forms and Voter Guides are visible for residents to pick up throughout the county.

Goals:

- 1) The first and foremost goal of our department is to maintain a good relationship with both the elected, and electors of Davie County, showing no favoritism to any political party, candidate, or issue. We desire to continue to conduct fair, honest, and uncontested elections as we have in the past. We continue to meet the mandated challenges to comply with both Federal & State laws imposed upon us.
- 2) We must stay informed of current election law changes by being able to attend all seminars, and workshops provided by the State Board, Institute of Government, and NCADE etc.
- 3) County voter registration currently is at 27,953 and we are committed to maintain accurate records, removing moved and deceased voters and felony convictions as notified, while adding new voters daily. We also must keep new residents aware of registration availability through the news media.
- 4) Continue with cross training Deputy Director on all activities involved in the Election Office.
- 5) we do have 2 part time ladies who will work as needed. These ladies work full time during the Election cycle and at other designated times. It is very important to have well-trained part-time staff that is current on election law and current procedures. Tabatha Parrish, Luther Potts, and Selma Suiter are certified, and must continue to attend required meetings and courses to maintain certification. Melissa Marion, Deputy Director, has met the class requirements and took the exam in early February.

Elections Department
FY 2014 - 2015

State Board of Elections

3 Member County Board of Elections

County Manager

Director of Elections

Deputy Elections Director

Part-time Employees

16 OneStop Workers & 2 Rovers

42 Precinct Judges & 56 Clerks

F.Y. 2014-2015

Department **Elections**

Page 1 of 3

Division _____

ACTIVITY JUSTIFICATION

Activity: ABSENTEE VOTING	Number of Employees	# of Full-time .6 # of Part-Time 1	Annual Cost: \$35,822
Mandated by GS - NCGS # 163-226-227	County Cost: \$35,822	Federal/State Cost: 0	

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (25% of Absentee Voting)

Deputy Director (35% of Absentee Voting)

Part - Time:

Terri Eanes (50% of Absentee Voting)

Barbara Rumble (50% of Absentee Voting)

Director (Absentee Voting - 25%)

Approves ballot layout and orders absentee ballot to be available to be mailed 50 days prior to each election. Plans, organizes and supervises the operations of four one-stop sites in addition to one-stop voting in the office. This includes procuring a site, adequate staffing and supplies. Applies for grants offered by the SBOE. Advertises one-stop voting sites in accordance with Election law. Supervises and often helps with the processing of one-stop voters and absentee voting by mail and Military/Overseas voting which may be faxed or emailed with the proper documentation. Prepares board minutes and agendas for required weekly absentee board meetings. Submits vouchers to finance department for one-stop worker and rental of one-stop sites. Responds to calls and questions from voters and one-stop sites as needed. Supervises the preparation of voter registration checklists once one-stop voting has ended. This activity has increased in volume over the last seven years because of new absentee laws.

Deputy Director (Absentee Voting - 35%)

Creates test script, defines PEB's for each polling place location and burns flash cards for logic and accuracy testing as required by the law. Conducts and supervises the L&A testing on each ivotronic unit before it may be used for voting. During a municipal election is assisted by one rover and during a countywide election is assisted by two rovers. Prepares the SOSA software program for one-stop voting while working in conjunction with Phyllis Presley and Paris Whitley from the IT dept. in resolving the sites connectivity issues before one-stop voting. Conducts training of one stop workers on an individual basis. Prepares supplies for one-stop sites and resupplies daily as needed. Reconciles totals daily for each one-stop site. Assists with the processing of one-stop voters and absentee voting by mail depending on volume. Responsible for opening ivotronics each day to have ready for voting by 8:00 a.m. and securing each terminal and reconciling totals at the end of the day. At 1:00 p.m. the Saturday before each Election, all one-stop terminals must be closed and tapes printed. After one-stop sites have all closed, voter registration checklists must be printed for all precincts. Responds to calls and questions from voters and one-stop sites as needed.

In the past 13 years this position has changed from mostly a clerical position to a technical position that must verify coding provided from Elections System and Software is correct before preparing the different media and overseeing the testing of all equipment. Prior to 2006 the testing was completed by a technical person hired during Election time. Prior to 2008 one-stop voting was only in the office; currently during a countywide election, we provide one-stop voting in four additional locations. The additional staff must be trained on the ivotronic voting machines as well as the SOSA voting system. The duties of this position require independent evaluation of data, the ability to teach processes and systems used for one stop voting to one-stop workers with varied comfort levels

of technology. The complexity of this position is not accurately reflected by being classified as a 59 in the salary schedule. The duties are more comparative with the duties of a class 61.

Part-time (Terri Eanes and Barbara Rumble) (Absentee Voting 50% each)

Processes voters which include regular voters, changes of addresses, and absentee by mail. Having well trained part-time staff serves as an asset with questions that come from the additional one-stop sites. Assists with opening, securing, and reconciling totals at the beginning and end of each day. As needed, helps prepare absentee ballots to be mailed, faxed, or emailed and prepares bins to be used at one-stop sites. Responds to calls and questions from voters and one-stop sites as needed. At the end of one-stop voting helps close machines and prepare voter registration checklists.

Justify Need for Each Position in Detail (use additional pages if necessary):

Absentee Voting History

Election	Absentee ballots mailed	One-stop voting	Number of sites
05/06/2008	208	1,965	1
06/24/2008	50	478	1
11/04/2008	1407	11169	4
05/04/2010	111	1565	5
06/22/2010	60	1367	5
11/02/2010	374	4987	5
05/08/2012	97	3476	5
07/17/2012	13	120	1
11/06/2012	1138	11205	5

With the increased popularity of one-stop voting, the need to have trained staff and one-stop workers to process the large volume of voters is essential. A reimbursement for coding grant (\$5,992.16) was applied for and received from the SBOE in March of 2013. All grants that become available will be actively pursued.

ACTIVITY JUSTIFICATION

Activity:	Number of Employees	# of Full-time .9 # of Part-Time .5	Annual Cost: \$47,586
ADMINISTRATION			
Mandated by GS - NCGS #163-278,163-82	County Cost: \$47,586	Federal/State Cost: 0	

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (50% Election Day Activities)

Deputy Directory (40% Election Day Activities)

Part-time:

Terri Eanes (25% Election Day Activities)

Barbara Rumble (25% Election Day Activities)

Director (50% Administration)

Supervises the operations and management of Elections Office. Acts as liaison between the County and the State Board of Elections. Prepares and maintains all financial paperwork for the Elections Office including purchase orders, pay vouchers, line item adjustments and financial reports to the Finance Dept. Prepares fiscal budget. Collects filing fees and makes deposits. Conducts the filing of candidates and assists candidates with Campaign Finance issues. Campaign finance laws are constantly becoming more complex and candidates need assistance in both filing the reports and understanding the allowable contributions and expenditures and the correct way of reporting them. Mails reminder letters to treasurers. With the threshold for campaign reporting being decreased to \$1,000, from \$3,000 the required time for campaign finance has increased exponentially. In 2012, 13 candidates filed in the Elections office and 5 filed over the threshold. In 2010, 24 candidates filed in the Elections office with most filing over the threshold as opposed to 2008 all filed under the 3,000 threshold. The candidates that file over the threshold are required to file quarterly reports that must be audited within 30 days of receipt. Verify the reports have been received in a timely manner and if not, reports must be mailed to the State Board of Elections for penalties to be assessed. Recruits precinct officials and prepares all correspondence to them. Negotiates contracts for Precincts and one-stop sites. Composes advertisements and legal notices for local newspaper. Investigates complaints about process or voter registration. Prepares and maintains calendar of required board meetings and training and notifies board members of deadlines and meetings. Prepares agendas and minutes for all board meetings. Oversees the list maintenance procedures including bi annual no contact mailings(4,018 in December 2012) and quarterly national change of address mailing (400 in 01/14). Develops and implements procedures to conduct special projects initiated by the State Board of Elections. Provides information about the election process and voting procedures to the media, government officials, the public, schools and civic clubs. Prepare current election information and ensure it is available on the County web site.

Deputy Director (40% Administration)

Greets public and serves as first contact to citizens when part-time is not working. Processes new voters and voter changes. Following list maintenance procedures removes moved voters, deceased voters and felons with proper documentation. Processes National Change of address mailing quarterly. Mails verification cards, confirmation cards, reject letters. Creates lists, discs, and labels as requested by candidates, voters, parties, and the public for a small fee. Maintains geo code/mapping program adding new streets and changing street ranges within the county. Assists with Candidate filing. Helps candidates with Campaign Finance questions as Campaign finance laws are constantly becoming more complex and candidates need assistance in both filing the reports and understanding the

allowable contributions and expenditures and the correct way of reporting them. Processes lawful petitions through the software module.

In the past 13 years, this position has evolved from answering the phone, accepting voter registration cards, data entry and typing cards into a much more complex job with increased responsibility. The constantly changing Campaign Finance laws have made this a large part of the Deputy Director's duties. With the increased responsibilities and duties of the position, being classified as a salary grade of 59 does not adequately reflect the complexity of this position. It is no longer a clerical only position. The duties are more comparative with the duties of a class 61.

Part-time (Terri Eanes and Barbara Rumple) (25%each Administration)

Serves as back up when Election staff must be out of office for training. Maintains a spreadsheet of preference forms received from various agencies. During high volume registration times they scan voter registration applications and process the undeliverable verifications cards. During a Presidential election year, voter registration, changes of address and party changes increase dramatically and require over time to complete the task by a voter registration deadline.

Justify Need for Each Position in Detail (use additional pages if necessary):

FISCAL YEAR	NEW VOTERS	ADDRESS CHANGES	PARTY CHANGES	TOTAL
07/08	1,918	608	270	2,796
08/09	2,799	1,005	316	4,120
09/10	918	364	162	1,444
10/11	1,154	597	198	1,949
11/12	1,359	621	188	2,168
12/13	2,686	1,075	338	4,099
13/14(6 months)	560	2,397(B. R. changes)	75	3,022

F.Y. 2014-2015

Department **Elections**

Page 3 of 3

Division _____

ACTIVITY JUSTIFICATION

Activity: ELECTION DAY ACTIVITIES	Number of	# of Full-time .5 Employees # of Part-Time .5	Annual Cost: \$27,812
Mandated by NCGS # 163-104,163-111 163-284-85, 163-288	County Cost:	\$27,812	Federal/State Cost: 0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (25% Election Day Activities)

Deputy Directory (25% Election Day Activities)

Part-time:

Terri Eanes (25% Election Day Activities)

Barbara Rumble (25% Election Day Activities)

Director (25% Election Day Activities)

Schedules and conducts training for 20 precinct officials in a Municipal Election and up to 113 in a Countywide Election. Prepares and presents training materials to precinct workers. Opens office by 6:00 a.m. to be available to voters and precinct officials as the polls open at 6:30 a.m. Directs rovers to troubleshoot precincts. Creates absentee abstracts to be signed by the Board at absentee meeting and prints official absentee lists to be delivered to the poll by Board Members. Supervises return of supplies and the tallying of electronic votes. Reports to media and other interested parties throughout the day and posts to website unofficial totals when available. Processes pay vouchers for precinct officials, precinct rental, truck rental and board members. Schedules and supervised required hand eye recount after the Election. Conducts provisional voter research that must be completed by canvas. Prepares Canvass reports for the Board.

Deputy Director (25% Election Day Activities)

Creates test script, defines PEB's for each polling place location and burns flash cards for logic and accuracy testing as required by the law. During a municipal election will be assisted by one rover and during a countywide election is assisted by two rovers to conduct and supervise the L&A testing on each ivotronic unit before the voting equipment is used for voting. Conducts ivotronic portion of training for precinct officials. Plans and supervises the delivery of 40 items and voting equipment to the precincts beginning on Monday and ending on Wednesday. Verifies that Chief Judge receives all needed supplies on list. Reports to office by 6:00 a.m. to be available to voters and precinct officials. Directs technical rovers as needed to precincts. With oversight of the IT dept. and in the presence of the Board, tallies absentee votes using the m100 tabulator and manually enters the results into Election Reporting Manager software. Once polls close at 7:30 p.m. along with IT dept. read results from PEB's into software and submit to the SBOE after verifying the totals. Conducts precinct audits and assists with provisional voter research and voter history that must be completed by Canvass shortly after Election Day.

Changes in Election Day processes have changed greatly in the past thirteen years. Thirteen years ago totals were entered manually by precinct from a hand written piece of paper provided by the precinct official. Now, the results are electronically entered into a disconnected Unity Computer through the Unity software, transferred by USB to a connected computer and once totals are verified released to the State Board of Elections and available to anyone thru the website using Election Night Reporting software. Precinct audits must be conducted for all precincts before canvas per the Precinct Uniformity Project. With these changes and additional technical responsibilities, the

Deputy Directors responsibilities are not accurately reflected by being classified as a 59 in the salary schedule. It can be more accurately compared to positions classified as a 61.

Part-time (Terri Eanes and Barbara Rumpel) (25% each Election Day Activities)

Prepares bins with over 40 supplies (sample ballots, atv forms, rtal rolls, provisional pollbook voter registration checklist) for precincts and checks out supplies on Monday before Election. The counting of supplies and preparation of these bins takes a person several days. Available from 6:30 am to answer questions for voters and questions about procedure (curbside, provisional, and Election Day transfer) for precinct officials both by phone and in person. Reviews the incoming absentee ballots to ensure they are properly executed following election law. Accounts for supplies from the Chain of Custody forms from at the closing of polls on Tuesday night through Wednesday. Scans in voter history from Authorization to Vote forms that must be completed and reconciled by Canvass.

Justify Need for Each Position in Detail (use additional pages if necessary):

Davie County currently has 27,953 registered voters. During a county-wide election, 14 precincts must be open for voting from 6:30 a.m. to 7:30 p.m. staffed by 113 precinct officials. For the Elections to be a success these officials have to be trained and 106 ivotronic voting machines that have to be tested and prepared for Election Day and many supplies have to be prepared. The addition of one-stop voting had led to increased confusion on Election Day. Voters that previously voted one-stop are not sure where to vote on Election Day when all voters should go to their assigned precinct. Many voters call or come by the office to get instructions. The precinct officials call with questions and problems.

Election Day Voting

05/06/2008	8,785
11/04/2008	8,048
05/04/2010	5,643
11/02/2010	8,767
05/08/2012	8,717
07/17/2012	845
11/06/2012	8,594

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014-2015

Page 1 of 1

Department: Elections - Absentee Voting

Account No.	Item	Remarks	Requested		Recommended	
			Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
51610-510030	Perdiem Payments	24% - absentee meetings and training				
51610-520080	Workmen's Comp	33.33% personnel cost	1,250			
51610-530120	Postage	40% mail absentee ballots and verification of reg. & vote	93			
51610-530250	Printing and Binding	10% printing absentee ballots	1200			
51610-530320	Office Supplies	10% paper, supplies for absentee bins	300			
51610-530330	Department Supplies	10% paper, supplies for absentee bins	130			
51610-540100	Education & Training	25% toner	250			
51610-540110	Telephone	33.33%	942			
51610-540110	Telephone	25%	325			
51610-5401140	Travel	33% training	3,000			
51610-540210	Building & Equip rental	53% - rental of one-stop sites	1,600			
51610-540450	Purchased Services	48% - cost of election coding	1,722			
51610-550160	Equipment Maintenance	47% - ivo maint. agreement, replacement battery sticks	16,895			
51610-560900	Election Expenses	44% - staff one-stop sites, L&A testing	15,612			
Totals			43,319			

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014-2015

Page 1 of 1

Department: Elections - Administration

Account No.	Item	Remarks	Requested		Recommended	
			Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
51610-510030	Perdiem payments	49% - monthly meetings and training				
51610-520080	Workmens Comp.	33.33% personnel cost	2,600			
51610-530120	Postage	60% verification&confirmation cards,ncoa cards,reject letters,shipping	92			
51610-530250	Printing and Binding	20% NCOA cards and envelopes	1,800			
51610-530320	Office Supplies	65% paper, tape, staples, pens, pencils, labels	600			
51610-530330	Department Supplies	50% toner	845			
51610-540100	Education & Training	33.33%	500			
51610-540110	Telephone	50%	942			
51610-540140	Travel	33% training	650			
51610-550160	Equipment Maintenance	6% - maintenance cardveyor and copier	3,000			
51610-560120	Special Events	100%- host dis. Mtg.,food Election Day	1785			
51610-560530	Dues & Subscriptions	100% - enterprise, board association, directors association	300			
Totals			137			
			13,251			

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2014-2015

Page 1 of 1

Department: Elections - Election Day Activities

Account No.	Item	Remarks	Requested		Recommended	
			Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
51610-510030	Perdiem Payments	27% election day, provisional, canvas, training	1,400			
51610-520080	Workmens Comp.	33.33% personnel cost	93			
51610-530250	Printing and Binding	70% atv labels,forms,ballots,prov. and chal. Envelopes	2,100			
51610-530320	Office Supplies	25% - paper, toner, supplies for precinct bins	325			
51610-530330	Department Supplies	25% - toner	250			
51610-540100	Education & Training	33.33%	941			
51610-540110	Telephone	25%	325			
51610-5401140	Travel	34% - training & Mileage for Board, rovers,precinct judges	3,100			
51610-540210	Building & Equip rental	62% - precinct rental, truck rental & gas(delivery)	2,620			
51610-540450	Purchased Services	52% - cost of election coding	1,866			
51610-550160	Equipment Maintenance	47% - ivo maint.agreement, replacement battery sticks	16,894			
51610-560260	Advertising	100%- legal ad for 3 weeks before election	800			
51610-560900	Election Expenses	56% - precinct staff, L&A test, rovers, handeye recount	19,589			
Totals			50,303			

ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST

Department: elections

Item	Remarks	Account No.	Requested		Recommended	
			Quantity	Cost	Quantity	Cost
PCs	Scheduled PC Replacement Program - office	51610-580620	5	6,250.00		
Laptops	Scheduled PC Replacement Program – office and one-stop	51610-580620	9	15,750.00		
Totals			14	22,000.00		

Budget Sheet #5

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 - 2015

Department Elections

Page 1 of 1

Division _____

CAPITAL OUTLAY DETAIL

Name of Project or Equipment: PC Replacement
Description: Replacement PCs per Schedule
Justification: Scheduled PC Replacement Program
Estimated Cost: Replacement PCs – 5 x \$1,250.00 = \$6,250 Tabatha, Melissa, Front1, Front2, Election Night PC Replacement laptops – 9 x \$ 1,750.00 = 15,750.00 2 per 4 early voting sites, one for office Total = \$22,000
Estimated Annual Operation/Maintenance Cost: Gold Tech support with complete Care Accidental Damage for 4 years included with purchase price of PC.

CONFERENCE & TRAINING DETAIL

Projected Estimated Cost based on previous years:

No. Attending	Purpose, Estimated Date & Locations	Mode of Travel	Travel	Fees	Lodging	Total
2	District Director quarterly meetings Sharing - learning TBA- 4	car	\$300	0	0	\$300
5	State Board of Elections/Institute of Government Conf. July 2014 Raleigh or Chapel Hill (core courses included)	car	\$500	5@ \$125 = \$625	\$130. per night x 2 x 5 = \$1,300. + \$400 meals Total = \$1,700.	\$2825
5	State Board of Elections Conf. End of August or beginning of September 2014 Training for Nov. Gen. Raleigh or Chapel Hill (mandatory GS 163-82.24)	car	\$500	5@ \$125. = \$625	\$130 per night x 2 \$260. x 5= \$1,950. + \$400. Meals Total = \$1,700	\$2,825
5	Institute of Gov. Director's Winter Workshop Dec. 2014 (core courses included)	car	\$500	5@ \$175. = \$875	130 per night x 2 \$260. x 5= \$1,950. + \$400. Meals Total = \$1,700	\$3,075
5	NCADE Conference Spring 2015 (core courses included)	car	\$500	5 @ \$145. = \$725	\$130 per night x 2 x 5 = \$1,300. + \$400 meals Total = \$1,700.	\$2,925.
	Line item totals	0	\$2,300	\$2,850	\$6,800	Grand total \$11,950

Note: The State Board of Elections Conference is mandatory before each election and the other conferences always offer core courses. Tabatha Parrish, Director, Luther Potts, Chairman, and Selma Suiter, Member, are certified and must attend core courses to maintain certification. Melissa Marion has earned enough credits and took the certification exam in early February. I have budgeted for all Board members and full time staff to attend all conferences. Sweeping changes in Election Laws and processes will be implemented between 2014 and 2018 that makes it imperative for board members and staff to attend training offered. The District meetings are held quarterly with other counties and are used to share more efficient ways of doing things in the elections process and occasionally will include a core course and do not require overnight stay.

Requirements for Initial Certification

Core Courses: **Directors** must complete core courses #3, #5, #10, #13 and four additional core courses within the past three years.

Staff must complete any eight core courses within the past three years.

Board members must complete core courses #3, #5 and two additional core courses within the past three years.

Electives: Must complete two within the past three years

State Board Training Seminars: Must attend three within the past three years

Institute of Government Training: Must attend two within the past three years

Training /observation at SBE office: Done by appointment

Experience: Must have served three years as a director, employee or member of an elections board. One of the years must be during a presidential election.

Requirements for Renewal of Certification

Certification must be renewed every two years and all requirements for renewal must be completed during the two-year certification period. If total credits are not accumulated, certification will lapse.

A Director of Elections or an elections board employee designated as a Certified North Carolina Election Administrator must accumulate a total of 16 credits of continuing education during the two-year certification period.

An Elections Board member or other approved person who has been designated as a Certified North Carolina Election Official must accumulate a total of eight (8) credits of continuing education during the two-year certification period.

The following table provides credit values for renewal of certification:

Activity	Credit Value
State Board of Elections Training Seminar	2
Statewide meeting of North Carolina Association of Directors of Elections (NCADE)	1
Statewide meeting of North Carolina Elections Conference (NCEC)	1
Statewide meeting of Board Members Associations	1
District meeting of NCADE, NCEC or Board Members Association	1

Activity	Credit Value
Educational workshops sponsored by NCADE or NCEC	1
Educational workshops sponsored by national elections organizations	1 credit per day
Courses conducted by the Election Center	1 credit per day

Courses conducted by IACREOT	1 credit per day
Courses conducted by Federal Election Commission or other national organization approved by the Certification Board	1 credit per day
College, university, community college or technical institute courses as defined in Section F.	4
Training activities of at least a half-day duration sponsored by county government and approved by the Certification Board	1
Training at State Board of Elections offices	1 credit per day
Institute of Government annual school for Directors of Elections	3
Institute of Government annual school for Elections board members	3
Core courses as defined in Sections F and G	2
Other activities approved by the Certification Board	As set by Board
Institute of Government County Administrator Course	4

Section I: Recertification after Lapse

In the event any certified elections administrator or certified elections official fails to meet the continuing education requirements by the end of a two-year certification period, that person's certification shall lapse.

The Certification Board may recertify the official upon presentation of evidence of satisfactory completion of the continuing education credits as provided for in Section H and upon again passing the certification examination.

SPECIAL WORK PROJECT

Location:

Voter education at any requested place around the County.

Description:

Will speak to any organization about different types of voting or demonstrate voting machines upon request. Presentations have been given in the past to schools, civic groups, and political parties.

Justification:

Promote voter education including educating the public about changes in Election Law.

Estimated Cost:

Minimal cost to the county. Will staff registration drives with office staff, part-time staff and volunteers.

Director or Deputy Director will demonstrate machines or speak to interested groups.

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

	PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
BOARD OF ELECTIONS						
41610 430108 ELECTION GRANT	(5,992.16)	-	-			
41610 440011 ELECTION COST REIMBURSEMENT	(57.65)	(73.43)	(10,317.00)			
41610 440012 ELECTION FILING FEES	-	(65.00)	(3,769.00)	(10.00)		
41610 440013 SALE OF REGISTRATION LIST	-	-	-	(100.00)		
41610 440014 CERTIFICATION FEES	-	-	-			
41610 480017 MISCELLANEOUS REVENUE	-	-	-			
TOTAL BOARD OF ELECTIONS	(6,049.81)	(138.43)	(14,086.00)	(110.00)		

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
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BOARD OF ELECTIONS							
51610	510010	SALARIES AND WAGES	67,772.55	27,094.60	66,353.00	65,681.00	
51610	510020	PART-TIME SALARIES	13,115.00	3,888.43	15,075.00	15,000.00	
51610	510030	PERDIEM PAYMENTS	3,390.00	1,588.00	5,820.00	5,250.00	
51610	510040	LONGEVITY	640.00	700.00	700.00	760.00	
51610	520050	FICA	9,048.45	2,379.95	6,176.00	6,230.00	
51610	520060	GROUP HOSPITAL INSURANCE	12,823.20	6,540.10	16,259.00	16,800.00	
51610	520070	RETIREMENT	4,574.51	1,976.40	5,707.00	4,697.00	
51610	520080	WORKMENS COMPENSATION	279.75	-	278.00	278.00	
51610	520100	ECS UNEMPLOYMENT INSURANC	-	-	-		
51610	520110	GROUP LIFE INSURANCE	81.79	34.15	-	82.00	
51610	520120	401K-EMPLOYER SUPPLEMENT	3,616.03	817.65	1,951.00	1,970.00	
51610	530120	POSTAGE	9,242.67	344.42	2,500.00	3,000.00	
51610	530250	PRINTING & BINDING	2,983.80	166.75	3,000.00	3,000.00	
51610	530320	OFFICE SUPPLIES	1,233.90	117.43	1,300.00	1,300.00	
51610	530330	DEPARTMENT SUPPLIES	1,000.00	27.52	1,000.00	1,000.00	
51610	540100	EDUCATION & TRAINING	1,354.50	1,180.00	2,500.00	2,825.00	
51610	540110	TELEPHONE	1,216.69	380.46	1,300.00	1,300.00	
51610	540140	TRAVEL	4,736.57	1,499.44	7,900.00	9,100.00	
51610	540210	BUILDING & EQUIPMENT RENTAL	6,218.27	932.29	9,550.00	4,220.00	
51610	540450	PURCHASED SERVICES	3,482.75	-	10,682.00	3,588.00	
51610	550160	EQUIPMENT MAINTENANCE	32,584.45	31,339.46	34,698.00	35,574.00	
51610	560120	SPECIAL EVENTS	990.97	136.11	300.00	300.00	
51610	560260	ADVERTISING	450.00	385.00	1,262.00	800.00	
51610	560530	DUES & SUBSCRIPTIONS	40.00	110.00	130.00	137.00	
51610	560900	ELECTION EXPENSES	45,573.73	3,638.10	51,647.00	35,201.00	
51610	580620	COMPUTER HARDWARE				22,000.00	
TOTAL BOARD OF ELECTIONS			226,449.58	85,276.26	246,088.00	240,093.00	

2014/2015 Election Expense: 51610-560900

November General Election [14 Precincts]

Includes training, Election Day, pick up and canvass

14 Chief Judges @ \$205	\$2,870
28 Judges of Elections @ \$160	\$4,480
4 Clerks @ 12 precincts [48] @ \$135	\$6,480
2 Clerks @ 2 precincts [4] @ \$135	\$ 540
1 Clerk @ 14 precincts @135	\$1890
Total	\$16,260

Office One Stop Assistants

8 days X 10 hrs X 3 X \$12	\$2,880
1days X 5 hrs X3 X \$12	\$ 180
	\$3,060

4 One Stop Sites

4 Chiefs @ \$12 per hr X 56	\$ 2,688
12 Judges @ \$12 per hr X 51	\$ 7,344
Total	\$10,032

Multi partisan teams

2 members @12 X 5 nursing homes X 6 hrs	\$ 720
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Mandated Hand-Eye Count following each Election

3sets of counters X 4 = 12 X 6hrs X \$12 =	\$864.00.
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Logic & Accuracy Testing

2 persons X 50 hrs X \$20	\$2,000
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Election Day Rovers

2 X 15X \$20	\$ 600
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Rtal Paper Rolls

250 X 6.66	\$1,665
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Total: 51610-560900 \$35,201

2012/2013 Building and Equipment Rental: 51610-540210

General Election Rent: 51610-540210

Churches 8 X \$200	\$1,600
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4 One Stop Sites

4 X \$300 [\$50 per day X 6]	\$1,200
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Truck Rental for Delivery of Equipment

Primary: 2 Penske trucks – 3 days	\$1,020		
One Stop: 1 Penske truck – 2 days	<u>\$400</u>		
	\$1,420		
		Total: 51610-540210	<u>\$4,220</u>

2013-2014 Equipment Maintenance: 51610-550160

Ivo voting equipment maintenance contract	\$31,414		
Cardveyor maintenance contract	\$440		
Copier maintenance contract	\$469.		
25 replacement batteries ivo @\$95	\$2,375		
Postage meter year lease	\$876		
		Total: 51610-550160	<u>\$35,574</u>

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

Org	Emp #	Last Name	First	Job Desc	Service Date	Yrs Srvc		Hourly	Annual	Request
						Jul 14 - Jun 15	Grade			
51610	<u>754</u>	EANES	TERRI	PART TIME ELECTION SPECIALIST				12.99		
51610	<u>934</u>	MARION	MELISSA	ELECTIONS SPECIALIST	08/03/2011	3	59		26,472.00	
51610	<u>185</u>	PARRISH	TABATHA	ELECTIONS DIRECTOR	09/01/1995	19	68		39,209.00	
51610	<u>599</u>	REDMAN	NANCY	PART TIME CLERK				12.74		
51610	<u>906</u>	RUMPLE	BARBARA	PART TIME ELECTION SPECIALIST				12.24		

TOTAL FULL TIME

TOTAL PART TIME

TOTAL

LONGEVITY

65,681.00

-

-

65,681.00

-

FICA

HOSPITAL

RETIREMENT

401K

TOTAL AUTHORIZED POSITIONS 2 FULL TIME; PART-TIME AS NEEDED.