



# MEETING MINUTES

Board of Elections Meeting  
Thursday, February 11, 2021  
5:00 P.M.

## Board Members:

Philip A. Lehman, Chairman  
Michael H. Gray, Secretary  
Dawn Y. Baxton, Member  
Pamela A. Oxendine, Member  
Gregory D. Irby, Member

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**Board Members Present:** Chairman Philip A. Lehman, Secretary Michael H. Gray, Member Dawn Y. Baxton, Member Gregory D. Irby, and Member Pamela A. Oxendine

**Board Staff Present:** Elections Director Derek Bowens and Deputy Director Brenda Baker

**Guests in Attendance:** N/A

**Meeting Type:** Virtual (Zoom)

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## Meeting Opening

The meeting was called to order by Chairman Lehman at approximately 5:05 p.m. and led the Pledge of Allegiance.

## Approval of Agenda

Mr. Bowens presented the Board with the agenda for the meeting. Following review, Mr. Gray moved to approve the agenda as submitted by staff. The motion carried unanimously, 5-0.

## Approval of Minutes

Mr. Bowens presented the Board with the minutes from the January 14, 2021 Board meeting. Following review, Ms. Oxendine moved to approve the minutes. The motion carried unanimously, 5-0.

## Director's Report

Mr. Bowens provided the Board with an update on list maintenance, the FY 2021 budget, the Center for Tech and Civic Life grant extension, a HAVA subgrant received from the State Board of Elections, and a revised organization structure.

## Public Comment

There were no public comments or questions provided during the meeting.

## New Business

### a. **FY 2021-2022 Proposed Departmental Budget**

Mr. Bowens presented the Board with the FY 2021-2022 departmental budget. The total requested budget, minus adjustments to be made by the budget department, is 2,852,580.64. Following detailed discussion and data review, Ms. Baxton moved to approve the FY 2021-2022 departmental budget submitted by staff. The motion carried unanimously, 5-0.

**General Discussion**

There was no general discussion.

**Closed Discussion**

The Board entered into closed session under N.C. Gen. Stat. §143-318.11(a)(1) and (a)(6) to discuss Mr. Bowens performance. The Board returned to regular session at 6:50 p.m. Following a return to open session, Ms. Baxton made a motion to increase the salary of Mr. Bowens by 25% as soon as possible due to exceptional performance in the position of Director of Elections. The motion carried unanimously, 5-0.

**Adjournment**

The Board adjourned at approximately 7:00 p.m. on a motion made by Ms. Baxton. The motion carried unanimously, 5-0.

S/Michael H. Gray  
Member