

# Cumberland County Board of Elections

## Special Meeting

### Oct 21, 2025

Chair Devore has called the meeting to order at 2:00 PM.

Members in attendance: Devore, Edmonds, Eldridge, Grimes, Johnson

Others in attendance: Director of Elections Angie Amaro, Assistant County Attorney Helen Nelson, and County HR Specialist Cathy Woods

**ACTION:** Member Grimes made the motion to approve the agenda. The motion was seconded by Member Johnson and approved unanimously.

Chair Devore started the discussion with a brief history of the Memorandum of Understanding for Personnel that has been in effect for more than 25 years. Updating the memorandum is an issue that several counties have taken on in recent years. The chair, remaining board members, and the county attorney then discussed any changes to be made to the Memorandum of Understanding. Helen Nelson explained that an amendment to the county personnel ordinance will also be needed to modify the MOU.

Attorney Nelson and the board members discussed the appeals process (hiring, firing, and grievances) concerning the Board of Elections and how these appeals are final with the BOE and do not include any other county entity in the decision process.

Next, the board discussed the need for elections-specific job classifications to bring our employees into line with peer counties in our state with similar population and number of registered voters, Durham and Buncombe. This the statutory requirement. The Chair stated that county HR has set a deadline of Oct 31<sup>st</sup> for any changes to job classifications and pay ranges for FY 2026-2027 county budget.

**ACTION:** Member Grimes made the motion to recommend the following elections-specific pay classifications and pay grades:

- Election Director: pay grade 124
- Deputy Elections Director: pay grade 118
- Elections Manager (new position): pay grade 114
- Elections Systems Specialist: pay grade 110
- Senior Training Administrator: pay grade 107
- Senior Elections Administrator II: pay grade 106
- Senior Elections Administrator I: pay grade 106
- Candidate Services Administrator: pay grade 105
- Elections Logistic Coordinator I: pay grade 106
- Administrative Assistant (new position): pay grade 103

The motion was seconded by Member Johnson and approved unanimously.

Next, the board discussed the proposed new organizational chart, and where the new positions of Elections Manager and Administrative Assistant will align. The board also discussed the job descriptions for the new positions.

They recessed briefly at 4:07PM, and resumed at 4:15PM.

The board recessed again at 4:58pm to resume (tentatively) on Thursday at 10:30am on Oct 23<sup>rd</sup> to include HR Director Dominique Hall in the discussion when she can be available.

Chair Devore resumed the meeting at 10:34am on Thursday, Oct 23<sup>rd</sup>, with HR Director Dominique Hall joining the meeting.

The board members, Attorney Nelson, along with HR Director Hall and HR classification specialist Cathy Woods, proceeded to discuss the elections-specific job classifications and descriptions of each position with particular discussion of the new positions and their corresponding job descriptions. Director Hall and Woods stated that in order for them to move forward they need pay classifications and pay ranges from the board by the deadline on October 31<sup>st</sup>. They stated the specific pay amounts can be addressed at a later date. They also stated they will keep the board updated as the process moves forward, and when any other issues will need to be addressed by the board.

**ACTION:** Member Grimes made the motion to adjourn at 11:04am. The motion was seconded by Member Eldridge and approved unanimously.

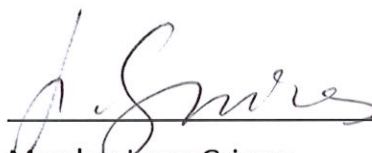
Respectfully submitted,



Brenda M Eldridge  
Secretary



Chair Linda Devore



Member Irene Grimes



Member Ryan Johnson

Member Derek Edmonds