**Decatur County Board of Elections and Registration**

**Decatur County Administrative Offices’ Meeting Room**

**204 W. Broughton Street**

**Bainbridge, GA 39819**

**March 10, 2015**

**Call To Order**

**Administrative Notes**

The monthly meeting of the Decatur County Board of Elections and Registration was called to order by Chairman Wendell Cofer at 6:31 p.m. and stated that the meeting has been duly advertised in the newspaper and on the buildings properly identifying meeting date, time and location as required by governing laws.

Chairman Wendell Cofer stated member Willie Lamb Jr. had an excused absence.

**Board Members present: Staff Present:**

Burke, Gina White, Doris (Chief Election Official)

Cofer, Wendell (Chairman) Heard, Carol (Clerk of Voter Registration)

Holmes, Beverly W. Linda Walton (Ethics Technician)

Sellars, Keith

**Approve Minutes**

The minutes of the October 14, 2014, the December 16, 2014, the January 13, 2015, and the February 10, 2015, regular meetings were unanimously approved. Sellars requested his name be corrected on the second page for the January 13, 2015, minutes, which Cofer said would be corrected.

**Old Business**

1. Budget. Chairman Cofer said the Board is 13 percent, or $28,127, under budget. He said this happens a lot because the Board does not know how many elections to budget for. White said in her 10 years, the elections budget has never been over.
2. Voter education. Heard said staff members are scheduled to go to Bainbridge High School on March 25 as part of the school’s senior meetings. She said a brochure highlighting online registration, My Voter Page and the smartphone app, as well as the three ways to vote, will be available to the students. Burke said there are 312 seniors plus some extra seniors from the Performance Learning Center. Cofer asked how are we printing the brochures, and any idea of cost. Heard said with the office copier and she didn’t have an idea of cost. Heard said she would like to hand a brochure out to every student. Cofer said the GA Vote app is a wonderful thing, and wanted to know how staff could push the use of the app more, and Cofer and Sellars both wanted to get the word out more on the app. Burke suggested that information on the app could also be added to the schools’ websites because a lot of parents look at those websites too. Cofer wanted to investigate the feasibility of a mobile billboard and a new electronic billboard on the Bypass. Cofer said he is amazed at the number of people who forget to vote. Same-day reminds could be effective, and have a lot of reminders “Vote Today.” Heard suggested perhaps a banner going across Shotwell Street, which Sellars liked. Heard said perhaps not only reminders to vote, but reminders to register to vote. Cofer said there needs to be an action plan and cost analysis put together so it could be submitted in the budget to push voting in November, and the other board members agreed.
3. Poll worker recruitment. Heard said an article on poll workers for Bainbridge Living magazine is almost done. The article will highlight what poll workers do, why the do it and mention that others may apply to be a poll worker. Heard said when the September or October program takes place that Honor Program, Model UN or Student Government Association students serve as “poll workers” during any mock election.
4. Copier. Heard said the copier will quit and say it is readjusting while in the middle of a copy job. According to White, TriState said to fix it was very expensive. Cofer said TriState’s bids seem to be about $1,000 below the bids of Xerox. Burke asked if the TriState bids includes a service agreement. Heard said the office doesn’t have a service agreement on its copiers. Heard was not sure and would have to email the board members back on the exact cost. Cofer asked what the difference is between the two TriState copier bids and why one is $1,800 more. Heard said the model number MX-2616N color copier is pretty much the same as the MX-2640N color copier. Both are networked, but the MX-2640N has a security kit. Burke asked White if she could have her pick, which one would it be. White said the low bid from TriState is what the office needs. Cofer said clearly there is money in the budget, and clearly the office needs it. Burke made a motion to purchase the MX-2616N color copier from Tri-State with a service agreement. Sellars seconded. Sellars then asked if the service agreement has a per page charge, which Heard said details of the terms of the service agreement will have to be clarified. White said the service agreement doesn’t roll over. The motion passed unanimously.
5. Municipal Elections – Intergovernmental Agreements and Projected Cost. Cofer said he was requested to hold off sending any intergovernmental agreements because of the mediation between the city and the county. Cofer told them that he would wait 90 days in order to resolve the mediation process, but said he would like to reach agreements by early summer. Cofer said he would like to simultaneously send the agreements out by April 1. White what the office has done in the past is invite all the municipalities to one meeting and hold it together. Cofer said he liked that idea. He said he would set it up for the April meeting and try to have the county attorney attend.

**New Business**

1. Poll Worker Recognition. White said there were 13 poll workers with more than 25 years of service and a whole bunch of poll workers with more than 10 years of service but less than 20 years. White said those with 10 to 20 years of service will probably get a certificate. She said there are other options besides a plaque for longer-serving poll workers. Bainbridge Engraving has other items such as clocks, platters, crystals that are on par price-wise with plaques. Holmes said she liked the idea of the crystals. Cofer said they could individualize the gifts. White said there had been talk of putting a plaque inside the old Parker Courthouse, which is presently located at the Swine Time grounds, to honor Fannie Boutwell. Sellars asked about having some type of permanent recognition in the Elections Office. Burke said the high school has a Bearcat Wall of Fame where individuals are recognized. Cofer suggested to staff that it go to Polka Dots and put an actual list together and give the board an actual costs. Cofer made a motion instructing the staff to go to Polka Dots and get a list of specific items to go with each poll worker in question, not to spend more than $1,000. Sellars seconded it. Motion passed unanimously.

**Executive Session, Personnel**

Chairman Cofer requested a motion be made to enter into Executive Session. Motioned by Keith Sellars and seconded by Gina Burke that they enter into Executive Session. The Board voted in favor and excused themselves at 7:17 p.m. for Executive Session.

The Board returned at 7:31 p.m. after 14 minutes of closed discussion. Upon returning, Chairman Cofer said the board did take action in the executive meeting. Cofer said in the matter of Carol Heard, who just completed her certifications, and with newly assigned duties, the board discussed her pay. Sellars made a motion to raise her salary to $16 an hour that is contingent upon the newly assigned duty of board secretary, specifically dealing with board minutes, recording of board meetings and taking over functions of board secretary. Holmes seconded. Motion passed unanimously.