**Decatur County Board of Elections and Registration**

**Decatur County Board of County Commissioners Meeting Room**

**203 W. Broughton St.**

**Bainbridge, GA 39819**

**September 13, 2016**

**Call To Order**

**Administrative Notes**

The monthly meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Member Beverly Holmes at 6:44 p.m. and stated that the meeting had been duly advertised in the newspaper and on the appropriate buildings properly identifying meeting date, time and location as required by governing laws. Board Chairman Wendell Cofer was absent. Board Member Willie Lamb Jr. had emailed board members that he would be out of town, and Board Member Keith Sellars had called CEO Carol Heard prior to the meeting that he was running real late and unable to attend. Thus, there was no quorum and the meeting was simply a workshop.

**Public Participation**: Dr. Charles Stafford, who said he was serving as a representative of the NAACP, spoke in support of a proposal to allow Sunday voting in the upcoming Advance voting for the Nov. 8, 2016, General Election.

**Board Members present: Staff present:**

Board Member Beverly Holmes Carol P. Heard (Chief Elections Official)

Board Member Gina Burke Linda Walton (Clerk of Voter Registration)

Elections staff members Carla Robinson, Margaret Bryant and Janelle Nelson

IT Manager Roy Reynolds

Poll workers Charlie Laing and Billy Ward

Members of the public Dr. Charles Stafford and Shannie Perkins

**Approve Minutes**

Consideration of the minutes from the Aug. 9, 2016, meeting were tabled.

**Budget**

Chief Elections Official Carol Heard said the county office did correct a portion of the line items that were charged incorrectly, specially referring to DRE batteries charged to office supplies instead of equipment repairs and maintenance. Heard said the time stamp machine originally ordered from Amazon was returned and she ordered one that was the same machine the office currently uses, but its costs is more than $500. There is money in the budget for it.

**Old Business**

**(A) Overtime hours, etc., policy for Board of Elections staff and other staff policy changes.**

Board Members Beverly Holmes and Gina Burke tabled this item.

**(B) Hours of Early Voting**

Board Members Beverly Holmes and Gina Burke tabled this item. Chief Elections Official Carol Heard pointed out the estimated budget for contract labor for advance voting, which had been emailed to all board members. The estimated cost of contract labor entailing poll workers for the Nov. 8 General Election was set at $19,500, which included $9,500 for advance voting, $3,500 for training and polling location set-up, and $6,500 for 55 poll workers on Election Day.

**(C) Tablets for Election Day**

Chief of Elections Carol Heard said the ExpressPoll 5000s would work for both using them for the line managers and as a backup for our ExpressPoll inventory. Heard said there is a special sale on refurbished ExpressPoll 5000s. Heard said of the 26 ExpressPolls, at least three are not operable, and during the last election some of the ExpressPolls would simply shut down, which raised concerns. Board Member Gina Burke asked how many we should get. Heard said nine, one for each precinct. Board Member Beverly Holmes asked if the $25 shipping fee is for each unit, on top of the $485. Heard felt it was for each unit. Holmes and Burke were looking for purchasing 11 units, which would be $5,610. There is $6,000 in the budget for equipment and machines. Heard said we would be within budget. She said there was also a copy of an email in each board member’s packet detailing an offer from the state for new inventory for a cost of $150. The state’s package includes one newer version of DRE, one optic scanner and three older DREs. Board Members Beverly Holmes and Gina Burke recommended to inform the rest of the board members to recommend the purchase of 11 ExpressPoll 5000s.

**(D) Tentative Election Day poll worker schedule**

Chief Elections Official Carol Heard included a tentative Election Day poll worker schedule in board members’ packets. A poll worker marked in blue indicated a new poll worker.

**New Business**

**(A) Status of IT Manager Roy Reynolds**

IT Manager Roy Reynolds said he would like to tender his letter of recusal for the November General Election because a write-in candidate for Sheriff qualified. Board Member Beverly Holmes said they would take this into consideration depending on the decision of a quorum of board members.

**(B) Authorization for overtime during this election cycle.**

Chief Elections Official Carol Heard had sent out a memo to Chairman Wendell Cofer outlining potential overtime for the next three weeks to take into account poll worker training, but hasn’t heard back. Also, the overtime policy is not in effect yet.

The workshop adjourned at 7:20 p.m.