**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**June 12, 2018**

**Call To Order**

**Administrative Notes**

The monthly meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Wendell Cofer at 6:32 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 Members Willie Lamb and Keith Sellars notified staff and board members of their absences.

**Public Participation**: None

**Board Members present: Staff present:**

Board Chairman Wendell Cofer Carol P. Heard, Chief Elections Official

Board Member Beverly Holmes Linda Walton, Clerk of Voter Registration

Board Member Gina Burke Office staff Margaret Bryant and Carla Robinson

Guests: Poll workers Melbah Andrews, Billy Ward, Suzan Yates, Evelyn Severson and Emma Sales.

**Approve Minutes**

Chairman Wendell Cofer said the Board of County Commissioners passed the 2018-19 fiscal year budget earlier in the day. The Elections Office current budget is at 17 percent with the ideally remaining percentage at 7. Chairman Cofer updated the Board of the status of the hot water heater for the Courthouse Annex.

**New Business**

1. **July 24th Runoff Election.**

Chief Elections Official Carol Heard gave an update on the July 24th Runoff Election, including information on poll worker assignments and the ballots. Heard announced the poll worker meetings and emphasized the need for poll managers to have returns in by 8 p.m. for this election.

Chairman Wendell Cofer tried to instill into those poll workers attending the meeting that all poll workers know which voters can vote in the Runoff Election and under which circumstances.

1. **Delivery and retrieving of voting machines.**

CEO Heard recounted details on how and why the Elections Office is hiring a U-Haul truck to deliver and retrieve voting machines as well as the hiring of a poll worker for $12 an hour to drive the truck, freeing CEO Heard of doing those duties prior to and following an election. Board Member Gina Burke made a motion to hire a U-Haul truck and hire a poll worker as the driver for the use of delivering and retrieving voting machines. Board Member Beverly Holmes seconded the motion. Motion passed unanimously.

1. **Provisional ballot procedures, guidelines and checklists.**

CEO Heard outlined how the office will go through a checklist when reviewing each provisional ballot. The hope is to have each combo at each precinct, particularly the Fairgrounds, Coliseum, West Bainbridge and Attapulgus. This will allow provisional voters to vote in races they would normally vote on if they were voting in their own precincts. Poll Manager Suzan Yates said auditing the voter certificates throughout the date proved helpful.

1. Cellphone reimbursement for poll managers.

Chairman Cofer said the county recently purchases new smartphones for CEO Heard and Clerk of Voter Registration Linda Walton. The reason was because of Georgia’s Open Meeting and Open Records laws that require communications between public employees to be available for public inspection, including text messages that pertain to an employee’s job. Chairman Cofer said the flip phones were returned to the county administrator’s office. Chairman Cofer said poll managers and some assistant poll managers should be paid a stipend of $15 a day for the use of their phones on Election Day, and on days of advance voting at the Fairgrounds.

**Adjournment --** The meeting adjourned at 7:05 p.m.