**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**March 13, 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 6:30 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 Member Gina Burke was absent due to a family member’s illness.

**Public Participation**: None

**Board Members present: Staff present:**

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

Board Vice Chairman Willie Lamb Jr. Linda Walton, Clerk of Voter Registration

Board Member Beverly Holmes Office staffer Carla Robinson

Board Member Keith Sellars

Guests: Poll worker Melbah Andrews and guest Johnnie Mae Whigham.

**Approve Minutes**

Board Member Keith Sellars made a motion to accept the minutes from the Feb. 13, 2018, meeting, and Board Member Beverly Holmes seconded the motion. Motion passed unanimously.

**Budget**

Chairman Wendell Cofer said at this point in the year the ideal remaining percentage is 31, and the Elections Office budget is 43 percent. Mr. Cofer said a revised version of the 2018-19 proposed budget was before the Board Members with a $1,000 decrease from last year’s budget. What’s new is $11,500 upgrade to the Fairgrounds polling location, which includes a new roof, new painting and insulation. The upgrades include a new sidewalk from the entrance to the building to the parking lot.

Under software, the proposed budget includes a line item for Arcview, which is a program from the Regional Development Commission that allows the office to ensure households are in the correct district and precinct lines.

Other reductions were under contract labor, food/lunches, small equipment, equipment repairs and maintenance, postage, operating supplies and electricity. Chairman Cofer said the proposed budget doesn’t reflect personnel services.

**New Business**

1. **Qualifying and Primary/Non-Partisan General Election.**

Chief Elections Official Carol Heard updated the Board on the candidates who qualified for the May 22 Primary/Non-Partisan General Election. CEO Heard said the only contested local race is the District 6 School Board race, which the precincts of Brinson and West Bainbridge will be impacted. All other local races will be contested in November.

1. **County’s new website, cybersecurity and security in general.**

Chief Elections Officials Heard said the county is developing a website but mentioned that it might be good for the Elections Office to have a separate website instead of a webpage within the county’s website. This would be good for security reasons. In that light, the Multi-State Information Sharing and Analysis Center offers free membership for election-related entities to provide cybersecurity assistance when needed. Heard also said when the Elections Office decides to early tabulate and go into sequester that only green pens be allowed so no under-voted ballots be voted on.

Chairman Cofer said he wanted to get a new pass code for the alarm system. CEO Heard said she would like to update the alarm codes to activate only those persons who need to be active at only the times they need to be.

Board Member Keith Sellars said he would like to forward CEO Heard information on developing an Elections Office website.

**Adjournment --** The meeting adjourned at 7:06 p.m.