**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**February 8, 2022**

**Call To Order**

**Administrative Notes and Announcements**

The regular meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Keith Sellars at 6:30 p.m., and stated that the meeting had been duly advertised in the newspaper, and on the appropriate building properly identifying the meeting date, time and location as required by governing laws. Board Member Dan Provence notified staff that he would be unable to attend.

**Public Participation**: None.

**Board Members present: Staff and others present:**

Board Chairman Keith Sellars Carol P. Heard, Chief Elections Official

Board Vice Chairman Beverly Holmes Margaret Bryant, Clerk of Voter Registration

Board Members Gina Burke and Poll workers Melba Andrews, Edith Miller,

Johnny Brown Suzan Yates, Valerie Bush, Emma Sales and Patricia Williams.

 Guests Joyce Coddington, Tanota Johnson and Gail Bouie

**Approved Minutes**

Board Member Gina Burke made a motion to accept the minutes from the Jan. 11, 2022, regular meeting. Board Member Johnny Brown seconded the motion. Motion passed unanimously.

**Budget**

Chief Elections Official Carol Heard reviewed the current budget. The ideal remaining should be 42 percent, but the Elections Office budget stood at 67 percent. Heard said there are still some big-ticket items that are in the works such as the elevator. She said the VFW Building is coming along well. A proposal from Preventia in Albany to install an alarm system was for $595.

Board Vice Chairman Beverly Holmes made a motion to accept the bid, Board Member Johnny Brown seconded, and the bid was accepted unanimously.

Heard said there was negative 95 percent under Dues and Fees because Heard had to renew her certification with The Election Center every three years for $150, and didn’t have that in the budget.

Heard said she will try to have a draft of the proposed 2022-2023 budget for the next meeting.

**New Business**

1. **Redefinition of Clerk of Voter Registration to Assistant Chief Elections Official.**

CEO Heard presented to the Board a proposed job description for the Assistant Chief Elections Official. Heard said the way the Clerk of Voter Registration job description is written is basically a clerk’s position. Heard said the opportunity presents itself to elevate the Clerk’s position to a managerial position that could step in to take on the duties of the Chief Elections Official if necessary. Heard said she would like to have that position become a salaried position beginning the next fiscal year instead of hourly with the pay to reflect that it would require more responsibility and knowledge.

Board Member Gina Burke said she thought the title change and duties is appropriate. Board Chairman Keith Sellars said the duties were inclusive. Board Member Gina Burke brought forth a motion to accept the description of the Assistant Chief Elections Official, Vice Chairman Beverly Holmes seconded the motion. Motion passed unanimously.

1. **Proposal to define part-time staff as Clerk of Voter Registration**

CEO Heard said the part-time staff position be reclassified as Clerk of Voter Registration. Board Member Gina Burke made the motion, and Vice Chairman Beverly Holmes seconded. Motion passed unanimously.

1. **Plan of action for hiring second full-time staff.**

CEO Heard said the applicants need to submit a resume as well as a county employment application. The position should require an associate’s degree or they need to have some college under their belt. Chairman said to offer to the board a draft of what the notice should say. Application deadline is Feb. 28.

**Adjournment --** The meeting adjourned at 6:58 p.m.