

**Decatur County Board of Elections and Registration**  
**Regular Monthly Meeting Summary**  
**Tuesday, January 11, 2011**  
**6:00 pm**  
**Decatur County Administrative Offices Meeting Room**

**I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:06 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves  
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk Erica Hamilton

Visitors:

Judge Perry  
Dr. Rayfield of the Decatur County School System  
Representatives from municipalities of Attapulugus,  
Brinson, and the City of Bainbridge

**II. Administrative Notes**

The meeting was started with Judge Perry swearing in Dr. Ray Chambers, Dr. Joe Sweet, III and Keith Sellars for a new term on the Board. Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

The meeting was dissolved into a Committee of the Whole for the purpose of discussing municipal elections with the various representatives present. The meeting was called back into order after discussions with municipalities of Attapulugus, Brinson and the City of Bainbridge as well as the Decatur County School System. We have a request from Attapulugus, Brinson, Bainbridge and the Decatur County School System to conduct their elections for 2011 after discussing our terms. Joe Sweet made a motion to accept the request and Lisa Reeves seconded the motion. Keith Sellars made the request that the motion be amended pending word from Climax upon their participation since the figures used for costs are contingent on their participation. Keith made a motion to amend the motion and Lisa seconded it. All present approved the amendment. All present approved the motion for the Election office to conduct their elections. Doris pointed out that we have an Intergovernmental agreement with Climax already, but that Climax would provide their written approval on the following day. It was agreed that new Inter-governmental agreements should be written and signed. Dr. Chambers brought up a need to amend the agreements so that it is stated that in the event we have more than one municipality having us conduct their election, the costs should be pro-rated. Doris pointed out the need to remove Primaries from the agreements since they don't have Primary elections.

**III. Approve Minutes**

*a. Regular Monthly Meeting – December 5, 2010*

The minutes of the December 5<sup>th</sup> Regular Monthly Meeting – Keith Sellars made a motion to accept the minutes and Joe Sweet seconded the motion. The minutes were unanimously approved.

#### **IV. Old Business**

- a. Policy Changes/Additions: Part-time Employment for Full-time staff – Dr. Chambers offered to write up a policy and send to all Board members for discussion at the next meeting and it was agreed that he do so.

#### **V. New Business**

- a. 2011 General Election - There is an Act in the State Legislature to make some definition changes for advance voting. It is not known how soon this would be put into effect after its approval. It would require that anyone voting in the Early Voting period give one of six reasons for voting absentee. It also states that advance voting should take place during normal business hours, which goes against our extended hours for that time period. Dr. Chambers a) wanted to bring this to our attention; b) asked if we wanted to discuss this now; c) did we want to take a position on this at this time; and d) did we want him to forward our position to the appropriate authorities (namely Dr. Maddox). Lisa pointed out that it might be the time to change our hours since when the hours were originally set it was a shorter time period for Advance/Early voting. Erica pointed out that having to have an excuse for voting may make a difference. Dr. Chambers and Keith raised the problem of how the elector demonstrates that they are eligible to vote early based on the 6 reasons. Joe pointed out that the Act goes on to say that the voting hours may be extended if the County so chooses. Lisa brought up that if we looked at the numbers for voting it might be a labor savings to change to normal business hours. Doris brought up that some counties are doing 8:30 a.m. to 4:30 p.m. to allow them a half hour before and after voting for paperwork. Lisa pointed out that the Act states that voting take place during normal business hours and that shortening the voting hours by half an hour on either side still meets that criterion. Doris said the data can be provided since the time is written on the application and she would try to get that for the Board before the next meeting.
- b. Annex (Office) Security System – The Annex security system is almost in place. Erica brought up the possibility that some visitors to the office may take exception to being told at the front door that they had to use the door at the rear of the building like a second class citizen. It appears that the door is being set with a monitor and magnet and would be locked at all times except during an election. Doris pointed out that at that time anyone would be able to walk in under the pretense of voting. There has been talk of moving either the District Attorney's office or Elections Office out into another location. Lisa pointed out that she wasn't happy with Election office staff being the first line of defense for the DA's office. Keith brought up that if we have to have a manned desk at the back door, the DA's office should pay part of the cost of a person to man the door. Lisa pointed out Election office staff shouldn't have to make the decision if a person should or should not be admitted to the DA's office and the fact that a camera has been mounted to the ceiling in the area used for public voting. Erica said she had been told all public access would be through the back door and that the access code for the door was not supposed to be given to anyone else, meaning any part-time workers that manned the office while they were at a conference would have to wait to someone from the DA's office to arrive be entering. Keith felt that it would be a hindrance to the public having access to the Elections office. In meeting twice with the DA's office, Dr. Chambers stressed the public access to no avail. Wendell brought up that we have people coming in and out at all times, not just during an election, from candidate with questions to voters needing changes to their registrations and that limiting our access is not a good idea. It was agreed that it would be better for the Elections Office to move to another location, but that wouldn't take place anytime soon. Discussion took place about our options and that something needed to be done before the next regular meeting. It was agreed upon that a meeting of the Board with the DA and a County

representative, preferably Tom Patton should be set up to try to clear up our questions, concerns and conflicting answers. A motion was made by Keith Sellars for a Special Called Meeting to be called at the Conference Room in the Annex with Joe Mulholland and Tom Patton and was seconded by Joe Sweet. All present approved. Dr. Chambers is going to check on possible dates the following week and e-mail the board with the date.

- c. Assisting Seminole County, GA Election Supervisor: March Special Election – We have been asked to conduct the March Special Election for Seminole County. Amos Sheffield, the interim Probate Judge for Seminole County, was not present at the meeting. Doris stated that the big question was who would certify the election, since Amos is not qualified. Keith asked what Seminole County's options were if we did not conduct the election. Amos could be trained in Valdosta or somewhere else. Dr. Chambers said that the Secretary of State's office could conduct it. Doris pointed out that she would be glad to advise, but she's too busy to do more. It is the position of the Board that we will not be involved in Seminole County's election.

## **VI. Adjournment**

With no other business to discuss, the January 11 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:25 p.m.

# **Decatur County Board of Elections and Registration Special Called Meeting Summary**

**Monday, January 21, 2011**

**12:00pm**

**Decatur County Election Office Meeting Room**

## **I. Call to Order**

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 12:00 pm with Chairman Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Lisa Reeves  
Keith Sellars  
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk Erica Hamilton

Visitors:

DA Joe Mulholland  
Brown Moseley  
Dr. Charles Stafford  
Carl Rowland  
Kelvin Bouie

## **II. Concerning the Security System in the Courthouse Annex building**

a. After much discussion, these are the general points that came through:

1. The DA's office feels there are no apparent problems to keeping all doors to the building locked and only buzzing people in through the front doors. Joe feels it is a conflict for the general public to pass by his door since he's an elected official, as well as it being a security risk.
2. The general consensus of most of the Election Board is that:
  - a. Going to the back door of the building could be perceived as treating voters as second class citizens. It also can create a hardship on some voters.
  - b. Not having the back door open all the time violates an open door policy and impedes/deters voters.
  - c. Not having someone stationed at the back door is a security risk.
  - d. The GEM server has to be behind locked doors.
  - e. Having monitors in Doris and Erica's offices makes it confusing as to who is to buzz someone in.

There really was no agreement reached. The DA's office and the Election Office have two completely different directives when it comes to serving the public and there is no easy way to

reach a consensus on how to handle the situation of the two very different departments sharing the same building.

**III. Adjournment**

With no other business to discuss, the January 21, 2011 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 12:48 p.m.

**Decatur County Board of Elections and Registration  
Regular Monthly Meeting Summary  
Tuesday, February 8, 2011**

**6:00 pm**

**Decatur County Administrative Offices Meeting Room**

**I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves  
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk Erica Hamilton

**II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

**III. Approve Minutes**

*a. Regular Monthly Meeting – January 11, 2011 & Special Called Meeting January 21, 2011*

The minutes of the January 8<sup>th</sup> Regular Monthly Meeting and the January 21<sup>st</sup> Special Called Meeting – Wendell Cofer made a motion to accept the minutes from both meetings with typographical changes and Joe Sweet seconded the motion. Dr. Chambers pointed out that for information purposes that the motion to accept the Memorandum be contingent upon Climax signing off on it, which they have. The minutes with changes were unanimously approved.

**IV. Old Business**

- a. 2011 General Election – Memorandums of Understanding with BOE, Attapulugus, Bainbridge, Brinson and Climax – We have 5 separate Intergovernmental Agreements, not Memorandums, and they are identical expect for entity and signature lines. Wendell made a motion to accept all five and the motion was seconded by Lisa Reeves. Dr. Chambers asked that we look over paragraph three that gives details of termination. The second sentence is for the good of the other entity. The first sentence makes the agreement for eternity. Dr. Chambers brought up the need for a definite ending of the agreement. Keith Sellers suggested adding a segment to the end of the sentence allowing the termination of the agreement if both parties agree. Wendell brought up the point that what if the other entity didn't want to pay the full amount if it is over the estimated cost. Lisa pointed out that paragraph 2 covers costs. The revised Intergovernmental Agreements are unanimously approved.
- b. Annex (Office Security System – Erica Hamilton updated the Board that she spoke with the DA's office and they are going to give a separate monitor to Doris White and to Erica which will give each of the ability to buzz someone in. They will all use the front door and a voice box will be located on the outer door, one for the DA and one for the Elections office. Discussion took place about who would be answering the buzzers and how the monitors would be placed. Lisa

brought up the question of how a blind person/voter that comes to the door would be able to know how to get in. Wendell brought up that a person in a wheelchair would have a problem also and if they go to the back door via the ramp, there is no way to let the office know someone is there. Wendell offered to inquire with the DA's office about how they planned to handle their handicapped visitors.

- c. Part-time Employment Policy – Dr. Chambers brought up the need to revise our policies to give direction for if a full-time employee wants to secure part-time employment outside the Elections office. Keith asked if the County had a policy in place that covered this situation. Doris stated that she couldn't find it in the handbook, but that she had been told there was an understanding in place covering this. Wendell pointed out that there may be a problem with the legality of the first condition stated (ie. Requiring the notification in writing). It was brought up that the Board was granting itself the authority to develop this policy. Wendell stated that if the condition was re-worded to read the employee must notify the Board (not the Chairman) that it should be alright. Dr. Chambers asked if the Chairman would be the one to give written approval and it was agreed the Chair would. Keith asked that conditions two and three also be made in writing. Dr. Chambers stated that this should be a new number under the policies that be titled Personnel. Dr. Chambers asked for a motion to accept the revised policy. Erica asked for clarification about the turnaround timeline for accepting a job with the written notification on both parties (ie. what if a job is to start very soon). Dr. Chambers stated that since it is a personnel issue, a public meeting is not necessary and that the matter could be handled by e-mail to shorten the time period with it being formally brought up at the next meeting for public documentation. Dr. Chambers asked if all were in agreement and Lisa brought up that she disagreed with the Board having to grant the employee approval for what they did on their off hours time. She agreed that the Board should be notified about the job so they could be aware, but that the Board didn't have the authority to decide if the employee could take the job if there was no conflict of interest with the job they did in the Elections office. She asked where we drew the line with what they could and couldn't do (ie. what meetings they could attend, where they could shop, etc.). Dr. Chambers asked for an approval of the motion to accept the policy and Keith made a motion to accept with Joe Sweet seconding the motion. Dr. Chambers stated that this policy change came about from a similar policy that the College put in place, but that the Board did not have to do this. Lisa pointed out that if the employee did take a job and it proved to be a conflict with the office that it would be dealt with as a personnel matter in an Executive session. Keith stated that he thought we needed to find some middle ground for dealing with this issue that kept the office from any conflict before it happened but that didn't infringe on the employee's personal rights. Dr. Chambers suggested maybe changing the word approval to acknowledgement. Dr. Chambers wished for the employee to be protected in case someone raised a question of the employee not paying attention to their duties or the Board not being informed. Wendell stated the main problems they've run into at the Sheriff's department that the employee is too tired to do their regular job or the employee has taken a job that is less than reputable and reflects badly on the Board. The Sheriff's department even does site visits to ensure they are doing the job they say they are. Lisa pointed out that our Poll Workers aren't covered under this or any other policy and if an employee comes up with a job that we deem in conflict with the job, that issue is then handled as an personnel matter handled in Executive session. Keith pointed out that it's a different matter for a new employee coming in than with putting a policy in place with existing employee. Lisa made a motion to amend the policy to say Acknowledgement instead of Approval. Joe Sweet seconded the motion. Keith pointed out that really did not change the issue because the Chairman could just withhold acknowledgement and it would do the same thing as not giving approval. The motion to amend was rejected. After discussion, it was agreed that even if the employee took temporary employment and used leave to work the other job, the policy would still apply. The vote to approve the previously amended policy was taken and the

motion died with a tie vote of Wendell Cofer and Keith Sellars voting yes, Lisa Reeves and Joe Sweet voting no and Dr. Chambers abstaining from breaking the tie. Joe asked if it was still possible to revise the policy in some way and put it to a vote at the next meeting. Dr. Chambers asked for a motion to table the issue until the next meeting. Keith made a motion to do so and Joe seconded it. The motion passed with Wendell voting against it. Dr. Chambers reminded the Board that according to our current policy, it is stated in Paragraph 6A that the Board has imposed a term limit on the Chairman's term. If it is the case that the term limit be removed, he expects it to be dealt with at the next Board meeting. He is on the last year of his second term as Chair.

## **V. New Business**

- a. Advanced Voting Extended Hours Policy – We have had a policy that the week prior to the election we will have voting hours of 7 a.m. to 7 p.m. We have received information about the number of voters that voted early in the morning and after regular hours. In the last election, we only had 2 voters that voted before 8 a.m. and 29 that voted after 5 p.m. The question is do we want to eliminate the early hours or both the early and the late hours or leave the hours the way they stand. The policy has always been to be accessible to the voters as possible, but the policy was put in place before we went to 45 days of early voting. Wendell made the motion to go back to 9 a.m. to 5 p.m. voting and Keith seconded the motion. During discussion Lisa stated that there had been discussion in the office of 8:30 a.m. to 4:30 p.m. to allow for paperwork. The office staff stated that 9 a.m. to 5 p.m. would be fine with them. Keith stated with the economy the way it is, any way we could save costs is good. The motion to change the hours to 9 a.m. to 5 p.m. passed unanimously. Doris pointed out that Brown Moseley will have to file that with the Department of Justice. Dr. Chambers will get with Brown about the issue.
- b. Georgia House Bill 92 – House Bill 92 deals with Section 21-2-381 and specifically addresses the Registrar (which is the Board according to our definitions) and an Absentee Ballot Clerk. There was no action to be taken by the Board at this time.

## **VI. Other Business**

- a. Doris is concerned about the previous decision to keep Carolyn Palmer as Permanent Part-time through the November elections. She states that since we've already lost one permanent part-time worker position, if we don't have someone in the position that we will lose that position, also. It would put us in a bad position come budget negotiations. A motion was made by Wendell to continue to fund the position until no longer needed and Lisa seconded the motion. The motion passed unanimously.
- b. Dr. Chambers asked for a motion to adjourn to Executive session to do evaluations of personnel and Keith made that motion and Joe seconded the motion. Dr. Chambers stated that our alternative was a closed meeting the next week to deal with evaluations. After discussion, it was agreed to meet the following week on Wednesday (February 16<sup>th</sup>) at Noon at the High School. The motion was amended to meet the following week and the motion passed unanimously.

## **VII. Adjournment**

With no other business to discuss, the February 8, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:05 p.m.



**AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 50-14-4(b)**

Now comes Dr. Ray Chambers, after having been duly sworn, and states the following:

1.

I am the duly elected Chairman of the Decatur County Board of Elections and Registration.

2.

In the capacity of Chairman, I presided over the regularly scheduled and announced Decatur County Board of Elections and Registration Meeting held on

2/8/11.

3.

After having been advised that a matter needed to be brought before the Board, and that the subject matter fell within an exception to the Open Meetings Law, as provided in O.C.G.A. 50-14-2(1) (litigation) and O.C.G.A. 50-14-3 (6) (personnel), the board voted to close said meeting to the public, and go into executive session.

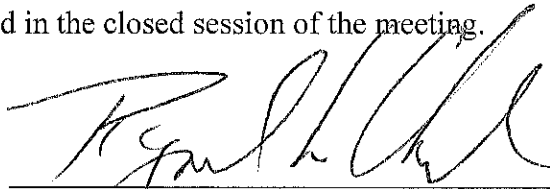
4.

That the closed session of the meeting was devoted to matters coming within the exception to the open meeting law; said exception defined by O.C.G.A. 50-14-2 and O.C.G.A. 50-14-3 (6): PERSONNEL ISSUES

5.

Further, that no other matters were discussed in the closed session of the meeting.

This 8th day of MARCH, 2011.



Dr. Ray Chambers, Chairman,  
Decatur County Board of Elections and  
Registration

Sworn to and subscribed before me

This 8th day of March, 2011.

Beverly J. King  
Notary Public



**Decatur County Board of Elections and Registration**  
**Regular Monthly Meeting Summary**  
**Tuesday, March 8, 2011**

**6:00 pm**

**Decatur County Administrative Offices Meeting Room**

**I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves

Absent:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk Erica Hamilton

Visitors:

student from Dr. Chambers' class

**II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled). The assessments of the office staff have been presented to the County offices. The Chairman attended the last meeting of the Decatur County Commissioners and that they approved the Intergovernmental agreements with the Decatur County Board Of Education, Attapulgus, Bainbridge, Brinson and Climax governments for the 2011 Municipal elections. Doris has the signed documents and copies will be sent to the various municipalities and the Board of Education. Dr. Chambers has received a letter of resignation from Erica Hamilton. The Board wishes her well at her new job with the Secretary of State's office. The internal job posting was sent out.

**III. Approve Minutes**

*a. Regular Monthly Meeting – February 8, 2011*

The minutes of the February 8<sup>th</sup> Regular Monthly Meeting - Wendell Cofer made a motion to accept the minutes and Lisa Reeves seconded the motion. The minutes were unanimously approved.

**IV. Old Business**

- a. 2011 General Election – Intergovernmental Agreements with Decatur County Board Of Education, Attapulgus, Bainbridge, Brinson and Climax – No further discussion was needed for the intergovernmental agreements.
- b. Part-time Employment Policy – This discussion was tabled at the last meeting for further research and discussion to be held at the next meeting. Wendell brought up that we really do need a policy in place. The Memorandum the County uses to deal with issue has still not been received. At the time the Chairman turned in employee evaluations to the County HR department, the department head was unable to find the memorandum. Keith Sellars wondered if the policy is a verbal instead of a written policy. Wendell said that makes it a custom and a

practice instead of a policy and is just as binding as long as it is recognized, but we're not sure if it is. It would be better to have a formal policy in place before the new clerk is hired. The issues holding up the policy at the last meeting were: 1) the issue of approval versus acknowledgement and 2) if that should come from the Chairman or the whole Board. After much further discussion, there was no agreement reached, but it was agreed that there were still issues to deal with. Wendell made a motion that the Board agrees that some sort of guidance for part-time employment by full-time employees is necessary pending receipt of the County memo before the next meeting. Lisa seconded the motion. Keith asked Lisa to clarify her position. She stated that she is afraid that we are over-stepping our rights as a board for the staff's human rights and that if we don't deal with it correctly, we'll be opening ourselves up to litigation. She's not comfortable with not having something in place as well. The Board present agreed that we want a well drafted policy, not just an easy one. The visitor asked why the Election office couldn't be covered by the same policy as the Sheriff's Department. It was pointed out that the Sheriff's Department is a much stricter environment and as a board we don't want to have to impose the same environment on our staff. It was also agreed that we don't know where the employee would go to appeal the Board's decision. With the level of split among the board, it doesn't need to be decided at this point. The motion was passed unanimously.

- c. Board Policy: Term Length of Chairman - .The current policy states the Chair has a two term limit. Keith suggested we extend or do away with the term limit. The way the current policy reads, the Chair is only Chair at the pleasure of the Board and can be removed at any time by a Board vote. A motion was made by Keith that the policy be changed to read a majority of the Board may re-elect the current Chair for additional terms. The motion was seconded by Lisa. The motion was approved unanimously. Lisa asked if the wording on the Vice-Chair position needed to be changed, too. It was agreed it should be and Keith made a motion that the wording be changed to match that of the Chair position. Lisa seconded the motion. All approved unanimously.

## **V. New Business**

- a. Permanent Part-time Employees – At the last meeting discussion took place about Carolyn Palmer and it was agreed that she should be kept on as a Permanent Part-time employee. Doris White brought up that former Permanent Part-time employee Janelle Nelson has a note from her doctor stating she can return to work on 2/28/10 with no restrictions. Carolyn asked if Janelle could come back and that it was fine with her if she did. Dr. Chambers asked for a motion to adjourn to Executive session to discuss the personnel issue. Keith made the motion and Wendell seconded it. After returning from Executive session, Dr. Chambers announced the Board had agreed to let Janelle return to Permanent Part-time status and Carolyn to work as needed.

## **VI. Other Business**

- a. Doris brought up that at the last County Department Head staff meeting she learned that the Board of County Commissioners are going to return to the budget meetings being with the full Commissioner Board and not just the Finance Committee. Doris has already started working on the budget. She pointed out that the current budget listing shows the supplies to be over expended by over \$2000.00 because they charged the tables bought from supplies instead of the grant money it should have been charged to. She will be meeting with Carl Rowland to clear it up. She also pointed out that there is only \$66.00 left in Salaries to pay Permanent Part-time employees, since they come out of that, too. Doris asked that some of the Contract Labor be transferred to Salaries as well as Supplies to cover the rest of the year. Wendell made a motion that Doris meet with Carl and move \$10,000 to Personnel Services and Keith seconded the motion. The motion was unanimously approved.
- b. Keith mentioned urging the County to move with speed to fill Erica's position. He also personally thanked Erica for the level of dedication and professionalism for her work in the

Elections office. Dr. Chambers stated the County has already posted the Internal Job Listing and will run for a week. Marjorie Mayfield will do a public listing following the deadline for the Internal. The Board will do the hiring based on the County guidelines. Lisa asked for clarification about if they were going to do a public posting before we looked over the internal applications and made a decision. Dr. Chambers would ask HR for clarification.

## **VII. Adjournment**

With no other business to discuss, the March 8, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:02 p.m.

# **Decatur County Board of Elections and Registration Regular Monthly Meeting Summary**

**Tuesday, April 12, 2011**

**6:00 pm**

**Decatur County Administrative Offices Meeting Room**

## **I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves

Absent:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White

Visitors:

Marjorie Mayfield  
student from Dr. Chambers' class

## **II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

## **III. Approve Minutes**

*a. Regular Monthly Meeting – March 8, 2011*

The minutes of the March 8<sup>th</sup> Regular Monthly Meeting - Wendell Cofer made a motion to accept the minutes and Keith Sellars seconded the motion. The minutes were unanimously approved.

## **IV. Old Business**

a. Part-time Employment Policy – A copy of the memo from the County concerning secondary employment has been received. Dr. Chambers spoke with County attorney, Brown Moseley and even though the memo doesn't deal with it, we are within rights at taking disciplinary actions if the two conditions of the memo are not met. It now becomes part of our policy.

## **V. New Business**

a. Budget – The budget hearings are set and we are scheduled for Thursday, May 5th. Doris has not inserted the appropriate figures, but will get them as soon as she can. Discussion took place about what election items will take place in FY2012 and the deadline date for getting the budget to the County office. The board will wait to get that information from Doris.

b. Absentee/Advanced Voting Location – Doris brought up that we had talked about moving the Absentee/Advanced voting site to the Fairgrounds due to the updated security system at the Annex. Keith brought up the need for security on the wireless network at the Fairgrounds. Wendell made the motion to move our Absentee/Advanced voting site to the Fairgrounds and Keith seconded the motion. Wendell brought up the fact that voters are used to going to the Annex and may be confused or feel inconvenienced. Lisa stated she thought it was good to do it this fall since it's a smaller election and hopefully they will be used to the change for the bigger

elections in 2012. Keith asked for clarification about the timeline for getting this approved from the Department of Justice and was told it took about 60 days from their receipt of the letter from us. Doris pointed out that Brown Moseley would need a copy of our minutes to officially start the process. All present unanimously approved. Dr. Chambers pointed out that we need to wait until after approval to start setting up the internet service. Discussion took place about the service and what we would need to have in place to setup our computers. Keith said he would get some figures together for Doris to place in the FY 2012 budget.

- c. West Bainbridge Precinct – Dr. Chambers pointed out the condition are not satisfactory at the old West Bainbridge Middle School. Doris suggested talking to Dr. Rayfield about other options at the school. Discussion took place about alternate places that could be used. Possible locations mentioned were churches, the Welcome Center, and The Park Avenue Bank branch that has closed. Wendell suggested talking to the City about what it would take to use the Welcome Center. Wendell made a motion that Dr. Chambers check out the various possibilities in West Bainbridge and Keith seconded the motion. All present approved.
- d. 2011 General Election Advanced Voting hours – Doris pointed out that the new legislation won't be in effect this coming election. Dr. Chambers said that he had talked with Brown, who favors us changing our Advanced Voting hours to 9:00 a.m. – 6:00 p.m. Wendell made a motion that we change our Advanced Voting hours from 7:00 a.m. – 7:00 p.m. to 9:00 a.m. – 6:00 p.m. and Lisa seconded the motion. All present unanimously approved the motion.
- e. Voter Registration Month – High School & College – April is Voter Registration Month. Doris will get registration forms to Dr. Chambers for the College and to Dr. Joe Sweet for the High School.
- f. GEOA May 22-25, 2011 Savannah, GA – Doris has already made registrations for herself and the new clerk to attend.

**VI. Executive Session** - Lisa made a motion that the Board adjourn to Executive Session to discuss a new hire and Keith seconded the motion. All present approved.

**VII.** The Board returned from Executive Session after discussion about a hire for the Clerk of Voter Registration position. The Board has approved hiring internally and the position will be offered to the one of the two people interviewed. Upon acceptance of the position, the Board will announce the new hire.

**VIII. Adjournment** - With no other business to discuss, the April 12, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:45 p.m.

**AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 50-14-4(b)**

Now comes Dr. Ray Chambers, after having been duly sworn, and states the following:

1.

I am the duly elected Chairman of the Decatur County Board of Elections and Registration.

2.

In the capacity of Chairman, I presided over the regularly scheduled and announced Decatur County Board of Elections and Registration Meeting held on APRIL 17, 2011.

3.

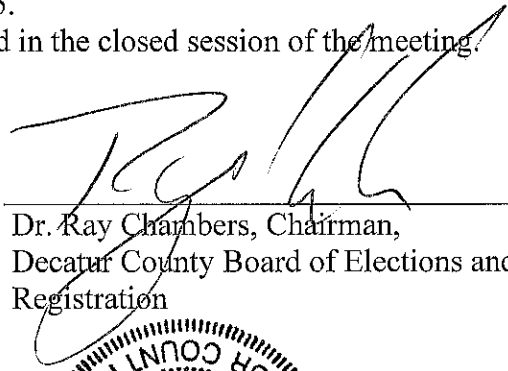
After having been advised that a matter needed to be brought before the Board, and that the subject matter fell within an exception to the Open Meetings Law, as provided in O.C.G.A. 50-14-2(1) (litigation) and O.C.G.A. 50-14-3 (6) (personnel), the board voted to close said meeting to the public, and go into executive session.

4.


That the closed session of the meeting was devoted to matters coming within the exception to the open meeting law; said exception defined by O.C.G.A. 50-14-2 and O.C.G.A. 50-14-3 (6): PERSONNEL ISSUE

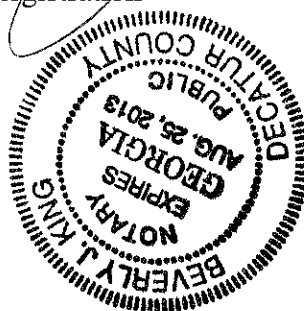
5.

Further, that no other matters were discussed in the closed session of the meeting. This 14th day of April, 2011.

  
\_\_\_\_\_  
Dr. Ray Chambers, Chairman,  
Decatur County Board of Elections and  
Registration

Sworn to and subscribed before me  
This 14th day of April, 2011.

  
\_\_\_\_\_  
Notary Public



# Decatur County Board of Elections and Registration Regular Monthly Meeting Summary

Tuesday, May 10, 2011

6:00 pm

Decatur County Administrative Offices Meeting Room

## I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Keith Sellars  
Lisa Reeves

Absent:

Vice-Chair Wendell Cofer  
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk of Registrations Peggy Richardson

## II. Administrative Notes

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

## III. Approve Minutes

a. *Regular Monthly Meeting – April 12, 2011*

The minutes of the April 12<sup>th</sup> Regular Monthly Meeting – With a minimum quorum, the minutes were unanimously approved.

## IV. Old Business

- a. Budget – The budget has been received. The increase for the Board stipend was rejected. A few other places received cuts, but not drastic cuts. No significant changes. Keith had contacted the Secretary of State's office and spoke with Ann Hicks and exchanged e-mails with Brian Kemp as an individual, not the full Board. Ann explained the code section originally written for counties with separated boards of Elections and Registrations, and as such does not apply to combined board counties. He said Richmond County has a combined board and also receives \$100 a month, but on months with a lot of activity, they receive a per hour sum in addition to the stipend. It may something we can address in the future, but it probably won't happen with the current commissioners. Maybe we can start with a smaller request such as \$125. He pointed out that although none of the board does this for the money, it is still nice to be compensated for our time. As far as he is concerned, the matter has been resolved.
- b. Absentee/Advanced Voting Location – This is concerning moving to the Fairgrounds. Brown Mosely is doing a letter to the Department of Justice, but nothing more has happened concerning this matter. O.C.G.A. 21-2-382 says that the Board of Registrations may establish additional sites in a government facility. Keith asked for clarification about if this was a move or an



additional location. It is a move for the majority of the voting, but since things will still take place in the office, such as handling of paper ballots, it is considered an additional location.

- c. West Bainbridge Precinct – Dr. Chambers has checked out various places to possibly move the precinct to. One is the former Park Avenue Bank location. PAB rejected the idea of leasing the building to us and is trying to sell it for \$270,000. It would be a great location, but seems to be out of reach. The American Legion post off Spring Creek road is another possibility. We would need to put directional signs and the American Legion is going out of business. There are questions about who is in charge, but Dr. Chambers will try to check some more. The only other possibilities would be a couple of storefronts on Dothan Road, but the owners are wanting to sell it and Doris pointed out the bathrooms are probably not ADA compliant.

## V. New Business

- a. Dr. Chambers officially recognized and welcomed Peggy Richardson as the new Clerk of Registrations.
- b. UPS for GEMS Server – Doris stated that when Ray Cobb was there recently he pointed out that it wasn't working right (the battery is dead) and was obsolete. He recommended contacting APC. When she did, she said we could replace the battery for \$179 with a 1 year warranty or replace the whole unit for about \$536 with a 2 year warranty. Keith asked if we knew for sure that it was the battery and Doris stated the unit shows a low battery. Lisa made a motion for Doris to buy the whole unit, but Keith didn't make a motion to second. The motion failed. Keith asked for further clarification about the unit and the replacement. The current unit was purchased in 2002 and usage conditions have not been optimal. Doris stated that the replacement unit is recommended by KSU. Keith stated that we could probably go with one that is cheaper, but then KSU might not back us up if something happens. The replacement unit is a 1500 VA unit which would keep the computer up and operational for a good while if the power failed. Lisa pointed out that it could keep it up long enough on Election night for the precincts to get in and votes to be tabulated. Keith asked Lisa to make the motion again and after she did, Keith seconded it. The vote passed unanimously.
- c. Requested Info from SOS regarding next year's purchases – Doris said we have plenty of Express Poll batteries and they aren't very old. We have plenty of voter cards and supervisor cards. Doris is going to ask SOS how often we need to change out the batteries on the Express Polls. The current batteries are 4 years old, but we need to have a few on hand and find out the shelf life of them. Lisa pointed out that for the coming election, we won't be very busy, especially in the county precincts, and if one unit went down, the precinct would still have another unit to keep them up and going.
- d. Monthly Meetings pursuant to O.C.G.A. 21-2-212(d) – According to the code, the Board of Registrars shall meet monthly. However, in 1994 the Attorney General ruled that local acts creating combined boards would not conflict with that paragraph and was appropriate to determine the method of selecting and meeting. Our enabling legislation states that we meet monthly in an election year and quarterly in a non-election year. We have never been able to not have a monthly meeting, but we would still be in compliance even if we met quarterly. Doris brought up that the issue is an e-mail that the SOS office sent out on March 28<sup>th</sup>. Lisa said that according to that e-mail, we should be dealing with the felon records at each monthly meeting and that we haven't been. They are listed on report SSVRZ933R3 – R8. Doris said that it's only an issue if the record is not a complete match for the one in the registration system and that in those cases, it can take a bit of research to determine if the felon is really the voter in the system. Lisa pointed out we regularly deal with deceased voters, but asked if we need to start doing the felons, also. Doris said that the code section does not actually deal with felon records and that the code section is very out of date in general. Discussion was conducted about the process for dealing with deceased voters and how we deal with felons. Keith brought up that it is two separate issues – one concerning monthly meetings and one concerning maintenance of the lists.

Dr. Chambers pointed out that the SOS office cannot direct us about monthly meetings, since we have to follow our authorizing legislation. As far as dealing with the report on a monthly basis, according to code that is the responsibility of the SOS for maintenance of the lists. The e-mail created the wrong impression. The consensus, after a thorough review of the code, was that we could just ignore the e-mail, we could ask for clarification of the e-mail or we could delegate to the office staff. The agreement was that until something else comes up, we would continue to operate as we currently are and deal with it if it comes up in the future.

**VI. Other Business**

- a. Dr. Chambers pointed out that the next meeting will be June 14<sup>th</sup> and that prior to that Doris and Peggy will be attending GEOA.
- b. Doris brought up that the phones in the office are not working properly since they were removed for the painting of the office. They need to be replaced and Doris needs to order a new chair. Doris was authorized to order two new phones and a new chair, in addition to business cards for Peggy to have before GEOA.

**VII. Adjournment** - With no other business to discuss, the May 10, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:50 p.m.

# **Decatur County Board of Elections and Registration Regular Monthly Meeting Summary**

**Tuesday, June 14, 2011**

**6:00 pm**

**Decatur County Administrative Offices Meeting Room**

## **I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Joe Sweet, III  
Lisa Reeves

Absent:  
Keith Sellars

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk of Registrations Peggy Richardson

## **II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

## **III. Approve Minutes**

*a. Regular Monthly Meeting – May 10, 2011*

The minutes of the May 10<sup>th</sup> Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Joe Sweet seconded the motion. The motion passed unanimously.

## **IV. Old Business**

- a. Budget – The budget has been all but finalized by the County Commissioners. There was not much change from the previous budget and it was agreed that we would just have to work with it.
- b. Absentee/Advanced Voting Location – Brown Moseley has asked the Board to hold a special public meeting for the express purpose of allowing the public input on moving the Advanced Voting from the main office to the Decatur County Fairgrounds. After discussion about possible dates and times, Wendell made a motion that we hold a Special Called meeting on Friday, June 24 at 12 p.m. to receive public input. Lisa Reeves seconded the motion and all present unanimously approved the meeting. Dr. Chambers stated that he couldn't be present, but Wendell agreed to Chair the meeting. Doris White will run the advertisement in the paper.
- c. West Bainbridge Precinct – Discussion took place about other possibilities for re-locating the West Bainbridge Precinct. There being no substantial new possibilities, Dr. Chambers will keep checking on the Veteran's building.

## **V. New Business**

- a. Report on GEOA – Doris White and Peggy Richardson attended GEOA in Savannah. There weren't really any new developments, but good discussions and trading ideas took place. Peggy was able to meet with fellow Election office staff and is fast learning her way.

- b. Report on Municipal and Technical Training in Macon – Peggy Richardson attended training in Macon and has successfully completed it. She is well on her way to completing all her needed training and the Board commends her.

**VI. Adjournment** - With no other business to discuss, the June 14, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:38 p.m.

# **Decatur County Board of Elections and Registration Special Called Meeting Summary**

**Friday, June 24, 2011**

**12:00pm**

## **I. Call to Order**

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 12:00 pm with Vice-Chairman Wendell Cofer presiding.

Present Board Members:

Vice-Chair Wendell Cofer  
Lisa Reeves  
Joe Sweet, III

Absent Board Members:

Chairman Dr. Ray Chambers  
Keith Sellars

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk Peggy Richardson

Visitors:

County Attorney Brown Moseley  
Kelvin Bouie, Marjean Boyd, Jack Boyd &  
Suzanne Brandt

## **II. Concerning Relocation of Advanced Voting to the Fairgrounds**

Vice-Chair Wendell Cofer called the meeting to order at 12:00 p.m. The purpose of the meeting is to consider the move of the Advanced Voting to the Fairgrounds Precinct and to solicit public comment regarding the move. It was noted that the meeting was duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled). Wendell explained the matter of moving the location of Advanced Voting has been discussed for the last 5 years and with Advanced Voting becoming the largest precinct, it is difficult to conduct it at the office. The space is limited, the tasks of preparing for Election Day is disrupted and also, disruption to the District Attorney's office makes things difficult. There have been further difficulties with the need for the DA's office to install a security system and the Board has been aware that this need makes it hard on voters to feel free to cast their vote. The Fairgrounds is our third largest precinct already, with no security system to hinder our voters, so has plenty of space, plenty of access for parking (unlike the downtown area around the Courthouse Annex) and once Logic and Accuracy testing on the machines is done, there is no further need to move them. Kelvin Bouie, Sr. came forward and stated that he understood the need for the security with the DA's office and he asked about how the security for the poll workers was handled. Wendell informed him that Doris coordinated with the Sheriff's Department and they patrolled on Election Day and also the day preceding and following for safety of the voting machines. Kelvin then asked if the

Fairgrounds was up to date as far as accessibility. Lisa Reeves commented that the last grant they did brought everything up to date and it was ADA compliant. Suzanne Brandt stated that she thought the Fairgrounds was a good place to have Advanced Voting. There being no other public comments, Wendell closed the public participation section of the meeting. Lisa Reeves made a motion that the Fairgrounds Chamber One building becomes the Advanced Voting additional precinct and Joe Sweet seconded the motion. All present unanimously approved the motion. Wendell thanked everyone for attending.

### **III. Adjournment**

With no other business to discuss, the June 24, 2011 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 12:08 p.m.

**Decatur County Board of Elections and Registration**  
**Regular Monthly Meeting Summary**  
**Tuesday, August 9, 2011**  
**6:00 pm**  
**Decatur County Administrative Offices Meeting Room**

**I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves

Absent:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk of Registrations Peggy Richardson

Visitors Present:

Dr. Charles Stafford

**II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

**III. Approve Minutes**

*a. Regular Monthly Meeting – June 14, 2011*

The minutes of the June 14<sup>th</sup> Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Keith Sellars seconded the motion. The motion passed unanimously.

*b. Special Called Meeting – June 24, 2011*

The minutes from the Special Called Meeting on June 24<sup>th</sup> – Dr. Chambers brought up a small change to the minutes in the first paragraph (changing understand to understood). Wendell Cofer made a motion to approve the minutes and Keith Sellars seconded the motion. The motion passed unanimously.

**IV. Old Business**

- a. Absentee/Advanced Voting Location – We have received pre-clearance from the Department of Justice to move the location to the Fairgrounds. Doris White pointed out that we still need to get wireless installed at the Fairgrounds. Doris has mentioned it to Carl Rowland.
- b. West Bainbridge Precinct – In an effort to try to find a better place for voting in West Bainbridge Middle School, Doris & Lisa, and later Dr. Chambers, went and looked around at some of the other rooms available. It was determined that Room 113 would be our best bet. There are enough lights and outlets. There is an emergency exit. There are ADA compliant bathrooms across the hall. There are 2 handicapped parking spaces with one having a ramp and one that could have space to build one. The VFW is jointly operated by the County and the VFW and we would have to get permission every time we need to use it. Room 113 would be better for access off Hwy 84 and more visible. The heating and air does work. We probably need Department of Justice approval. Doris stated that Dr. Rayfield and Tom Patton have both offered any help we need to get it ready to use. Keith brought up that he hated to keep moving our voters, but that it

definitely would be a better location. Just communicate why we need to move and to let them know as soon as possible. Doris suggested sending a letter with the precinct change card that would be more official and that they would be more likely to read it. Dr. Chambers asked for a motion that the Board authorize the Chair contact the Board of Education to finalize the arrangement. Lisa made a motion and Wendell seconded the motion. Keith asked if we would be able to get the approval from the Department of Justice by the November election. The timeline should be enough time. All present approved the motion.

## V. New Business

- a. Board of Education Resolution – This draft resolution is for our approval to conduct the election for the School Board's SPLOST. Wendell made a motion to approve this resolution and Lisa seconded the motion. Keith asked for clarification about the need for the resolution and was told it's just stating that we formally will hold the election for the School Board. Dr. Chambers asked if it should be on our letterhead and Doris answered that it should not be since the resolution is not ours, it just needs our approval. It was pointed out that the final page needed to be changed, Doris's title needs to be changed, Wendell's name needs to be changed and Marlon Breedlove's name removed. All present approved the resolution with the changes to the final page with 4 ayes and no nays.
- b. Warranties on Voting Equipment – Doris reported that our County has decided to not renew the warranties on the voting equipment, as have many other counties. There are no guarantees that any new machines will be available if replacements are needed. Doris stated that our machines are going on 10 years old and would cost \$3000 each to replace. Dr. Chambers questioned if the State was going to go to new machines anytime soon and was told that no, we would not. ES&S is the sole supplier of the machines and parts and would have limited replacements through 2012. Doris reported that the new machines do not hold up as well as the old machines and two have died already. Discussion took place about reliability of the units due to age. As the number of our machines dwindles, the voting lines will just get longer. Lisa pointed out that even if we renewed, there are still no guarantees that replacements will be available based on the numbers ES&S gives. Doris said out of the 60 original machines, four have had to be replaced. The Board recognizes that we don't have a choice in this matter and will take the information as given. Keith brought up that the machines have been well stored and taken care of. Doris stated that Kennesaw comes once a year and does upgrades and checks the machines out. She says they have stated that they are in good condition.
- c. City Directory – Doris has asked that we purchase the latest copy of the City Directory. She stated that it has been useful to have it and with Redistricting coming up, it should help. It will cost \$215.00 and we do have the money in the budget. Wendell made a motion to authorize Doris to purchase the latest copy and Keith seconded the motion. All present approved the motion.
- d. Completion of Certification – Peggy Richardson has completed her Certification process and Marjorie Mayfield has been notified. Doris has written confirmation from Marjorie that Peggy will receive her raise at the end of her probationary period. The Board congratulates and commends her.
- e. Redistricting – The Board was presented with proposed Redistricting maps along with statistics of race and gender by Precinct and District. Wendell brought up, and other Board members agreed, that we felt we have been left out of the loop about Redistricting decisions. Dr. Stafford informed the Board and the confusion seems to have come from the State level and that the County was not informed until the last minute that a decision needed to be handled. The County Attorney thought that we needed to meet an August 15<sup>th</sup> deadline and contacted various people to make that deadline. The County voted to contact the Southwest Georgia Regional Commission about getting their help with the maps and technology that would develop the maps. The County met with the SWRC twice to develop the maps. Dr. Stafford said the Election Board is still an integral part to minimize any impact to the voters. District One lost the most people according to the Census. The County have protested the Census count but have been informed there would be



no change. Wendell asked where the Election Board fits into the process about putting input into specific district lines and precinct lines for the best use to the voters. Dr. Stafford said there will be one more meeting. Lisa stated that she hoped that the Board would be better kept in the loop about what steps were being taken. She stated that she felt blind-sided reading about it in the paper and that the public doesn't have confidence in the Board that they can handle the duties of the Elections if they have to answer questions about Redistricting with an admittance that we haven't been informed. Dr. Chambers complimented the County for being pro-active and stated the reason the Board wants to be informed is to help the public deal with any changes and to minimize those changes. There are a few glaring inconsistencies on the provided maps and detail pages. The County has done a lot of leg work, but now it's time for the Board to be in on the decision process. Lisa mentioned that the Board has been working to minimize the different overlaps in precincts since to causes confusion and costs money for multiple ballot styles. Wendell said that the fact Dr. Stafford was on the Board and would have contacted the Board if it was needed, but that the Board needed to be in the process. Keith stated that it was time for the Board to be involved, but to bring up issues that we have had experience with and can help with. Dr. Stafford said he would keep Doris informed. Doris asked if any of the Cities in the county have been affected as far as city lines and districts and was informed that they had been. Dr. Chambers stated it needs to be as accurate as possible to avoid lawsuits.

- f. ES&S – Election Service Request for November 8, 2011 Election – Total cost would be \$7275.00, not counting having ballots printed. The support from ES&S would start on October 17<sup>th</sup>, the first day of in person absentee voting. Wendell made a motion to approve the estimated cost of support from ES&S for L&A testing, GEM support and ballot printing and Lisa & Keith seconded it. All present approved the motion.

**VI. Other Business - None**

- VII. Adjournment** - With no other business to discuss, the August 9, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:20 p.m.

# Decatur County Board of Elections and Registration Regular Monthly Meeting Summary

Tuesday, October 11, 2011

6:00 pm

Decatur County Administrative Offices Meeting Room

## I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves

Absent:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk of Registrations Peggy Richardson

Visitor:

Student from Dr. Chambers' class

## II. Administrative Notes

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

## III. Approve Minutes

*a. Regular Monthly Meeting – August 9, 2011*

The minutes of the August 9<sup>th</sup> Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Lisa Reeves seconded the motion. Changes/corrections noted were Keith Sellars name, West Bainbridge Elementary School should be West Bainbridge Middle School. The motion to approve the minutes with corrections passed unanimously.

## IV. Old Business

- a. Lisa brought up a clarification from the last meeting about ES&S support. The support from ES&S will start on October 12<sup>th</sup> with L&A. The first day of Early Voting is October 18<sup>th</sup>. ES&S will not have anyone here until November 7<sup>th</sup> (the day before the election) and November 8<sup>th</sup> (Election Day) plus they will be there another day to run Provisionals and certify the election which will probably be Monday, November 14<sup>th</sup>.
- b. Absentee/Advanced Voting Location – Wireless and A/C – The location has been moved and we would need wireless Internet and to fix the A/C. The wireless has been installed and the A/C should be fixed this Wednesday.
- c. West Bainbridge Precinct – We have moved the voting place to West Bainbridge Middle School Room 113. The County Attorney has not gotten the letter to the Department of Justice, but we determined that given the accessibility and visibility improvements and since we have not moved from the school, the Board agreed to go ahead and use the new room. It was not thought that it would be a problem with DOJ, but since the precinct cards say Cafeteria as location, we still need to get approval. We will put very good signage up to ensure voters know where to go. The ramp still needs to be done. Doris met with James Cottingham and they determined that with the condition of the pavement, a permanent ramp should be installed. Doris has received permission

from Dr. Rayfield to do so and Jerry Mills has told her the work should be done the following day.

- V. Redistricting Maps – New Redistricting maps have been received from the County. The deviation per district meets the 5% or less standard for the Supreme Court. Some discussion took place about details of the maps. Doris was told that these maps should be the final maps, pending Federal approval. There is nothing else required of us at this time, but the new maps have created more splits for the precincts. Ideally we would only have one precinct per district to get rid of the splits, but it's not feasible with locations. Doris pointed out that our precinct lines were not taken into consideration as promised when new District lines were drawn.

#### VI. New Business

- a. Chamber 1, Fairgrounds – Fair –November 1- Doris stated that the Fair committee is re-arranging the gates. Wendell said that he was told voters would go in one gate and fair goers would go in another. Doris said the concern is that people would say they were there to vote and enter the fair without paying. Dr. Chambers brought up that good signage is needed and free banners/signs can be attained from various businesses. Wendell said that in the interest of no conflicts, he will get the County sign office to make us signs. The Board needs to go and look at the gate arrangement and it was agreed that we would meet at the Fairgrounds on Friday, October 21<sup>st</sup> at Noon.
- b. Elections and Registration Sign on front of Office – The sign on the side of the Annex Building that directs the voters to the back door is confusing and are not needed since the security system is not being used. Wendell said he would get James Cottingham to go by the office and remove the signs the next day.
- c. Last Week of Early Voting- October 31 –November 4 (Time) – Doris brought up that we still need to hold the hours from 7 a.m. to 7 p.m. since there was not enough time to get clearance from Department of Justice to change the hours. We do not have to adhere to the Saturday voting yet, that will be next year.

#### VII. Other Business –

- a. Since our next board meeting would fall on Election night and we have to approve any Provisional ballots, discussion took place about when we needed to meet. Provisional ballots need three days (meaning 5 p.m. on Friday) to provide needed proof to make the Provisional ballot valid. The election can't be certified until the Monday following the election. We should know Tuesday night if we even have any Provisional ballots and we should know by Thursday if we would need to meet. After discussion, it was decided that because of the public notice of the meeting, the meeting would be rescheduled to Thursday, November 10<sup>th</sup> at 6 p.m.
- b. Peggy brought up the need for a new computer for her office use. The current one (bought in 2004) keeps powering itself off with no notice. She has a quote from Tristate for a new one, plus it would need two additional drives added. After looking at the specs for the one from Tristate, Keith stated it was on the high end. Wendell brought up that County policy says we need at least three quotes. After discussion, Wendell asked Keith to take a look at it and he agreed. The Board authorized Peggy to keep researching and to get two more quotes.
- c. Doris informed the Board that she had talked to Wendell about getting a cell phone from the Sheriff's Department for the Advanced/Early Voting precinct at the Fairgrounds to use for a few weeks. Wendell should know by Monday if he can get one.

VIII. **Adjournment** – With no other business to discuss, the October 11, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:07 p.m.

**Decatur County Board of Elections and Registration**  
**Regular Monthly Meeting Summary**  
**Tuesday, December 13, 2011**  
**6:00 pm**  
**Decatur County Administrative Offices Meeting Room**

**I. Call to Order**

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers  
Vice-Chair Wendell Cofer  
Keith Sellars  
Lisa Reeves

Absent:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White  
Clerk of Registrations Peggy Richardson

Visitor:

Joe Mulholland

**II. Administrative Notes**

Chairman Ray Chambers stated that the meeting had been duly advertised as required by governing laws and that a quorum was present (which would allow for business to be conducted as scheduled).

**III. Approve Minutes**

*a. Regular Monthly Meeting – October 11, 2011*

The minutes of the October 11<sup>th</sup> Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Keith Sellars seconded the motion. The motion to approve the minutes passed unanimously.

**IV. Old Business**

- a. Redistricting Maps – Doris White spoke with County Attorney Brown Moseley and the maps have been given to Atlanta and we probably won't hear anything until after the Primary. The Chairman made note that it was a relatively smooth process and that he thought it was in part to the Election Board being allowed to give input to the process.
- b. Peggy's Computer – Peggy Richardson stated that she had gotten two more quotes to go with the one she already had. The original quote from Tri-State was \$1,257.00 and was now \$1,377.00; the new quotes are: the quote from Roy Reynolds of \$1,099.00 and from Dell on-line was \$1,057.00, which didn't included any installation. Keith pointed out that we really do need some installation and even though Tri-State is a bit more, they have good service and it's sometimes difficult to get up with Roy Reynolds. Based on that, he recommends we go with Tri-State. There was some discussion about the different components and comparing them. This year's budget for computers was \$1,500.00. Keith made a motion to accept the quote from Tristate and Lisa seconded the motion. The motion passed with Keith and Lisa voting for and Wendell voting against.
- c. Elections and Registration Sign – Doris stated that the engraved sign on the window is now off. We now need the sign that was taken off the building of the ramp side of the building to be moved to the Election office side of the building. Wendell stated he would take care of that.

## **V. New Business**

- a. Joe Mulholland's update on Brooks County Election problems – The voter fraud case in Brooks County is becoming a huge issue. Joe stated that it was the Absentee Ballots that were manipulated and that it is the weakest point in the election process. Wendell asked for Joe to point out any area of handling the Absentee ballots that we should give more of our attention. Joe stated that this particular case is largely an issue of racial lines with the people being prosecuted violating the law to ensure they had more representation on the School Board. Since it is so largely along race lines, Joe would prefer that the Department of Justice take over the case, but they haven't. The tip-off that there was something not right was the greatly over the ordinary amount of Absentee ballots – there were about 300 Absentee ballots in the 2008 General Election and over 1100 ballots in this election. The persons involved were finding out when the ballot was mailed to the voter and helping them to fill it out and mailing them or bringing them back. There are 450 witnesses in this case and now that word has gotten around, no one else will agree to testify. Joe is not sure he's going to be able to get a conviction in Brooks County since it is so clearly along racial lines, but that if the Federal government took over the case, it would not be tried in Brooks County and would have a better chance with juror pools. Joe gave us each his card with contact information to give to any candidate if they have questions. Keith discussed previous concerns he has had for our local elections and that a lot of those have centered around Absentee ballots. Joe is not sure yet if there will be anything against the Brooks County Elections office, but if we as an Election official would just report any discrepancies, it would be better. There were even videos on YouTube talking about how they did it. Doris assured them that our office would not accept ballots that are brought into the office by anyone beside the voter, caregiver or relative. Lisa pointed out the really good measures the office have in place for verifying signatures, also.
- b. Special Election for the City – The call for election has been done and sent to the Department of Justice for approval. Doris is working on the expense cost to give to the City for their part of the election for the two referendums on the ballots for the Sunday alcohol sales. Doris is figuring the cost by half the election costs for the Municipal precincts, since it is only on their ballots.
- c. Special Election for County Treasurer – Jerry Maxwell is the only person to qualify so far. This is to fill the unexpired term.
- d. Qualifying for Treasurer – This has been done.
- e. Elections Website (Peggy) – Peggy has updated the County's Election Office webpages and welcomes any input in how they look.
- f. Deceased Voters – Letters – Hearings – Doris would like to send letters to deceased voters' families after Christmas to get the hearing set for the next January meeting before the deadline for any changes to done before the Presidential Preference Primary election. Lisa made a motion for Doris to send out these letters and Keith seconded the motion. All present approved the motion.
- g. Poll Workers Needed – Doris asked for suggestions for filling our need for poll workers. She has tried getting some from the College and retired Teachers. Wendell made a suggestion to run an ad in the paper. Dr. Chambers suggested maybe members of the Historical Society might be interested. Doris talked to Dr. Rayfield about teachers using election day work as a possible furlough day.
- h. November 8, 2011 General/Special Election checks Received – They have been received and turned in to the County office.

**VI. Adjournment for Executive Session** – Wendell made a motion to go into Executive session and Keith seconded it. The no objections, the Board adjourned for Executive Session.

**VII. Return from Executive Session** – The Board meet on a personnel issue and upon returning to the regular meeting had no final decision to be made.

**VIII. Adjournment** – With no other business to discuss, the December 13, 2011 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:37 p.m.