

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Friday, January 11, 2013
5:00 pm
Decatur County Election Office

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 5:00 pm with Chairman Ray Chambers presiding.

Present Board Members:	Chairman Dr. Ray Chambers Vice-Chair Wendell Cofer Lisa Reeves Willie Lamb, Jr.
Absent Board Members:	Keith Sellars
Present Staff:	Chief Election Official (CEO) Doris White Clerk of Registrations Peggy Richardson
Visitor:	County Attorney Brown Mosely

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 5:00 p.m. and 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 – Tuesday, October 9, 2012*
The minutes of the October 9, 2012 Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Lisa Reeves seconded the motion. All present voted to approve the motion unanimously.
- b. *Special Called Meeting – Friday, November 9, 2012*
The minutes of the November 9th Special Called Meeting – Wendell Cofer made a motion to approve the minutes and Lisa Reeves seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

- a. There was no Old Business.

V. New Business

- a. City of Bainbridge Election – County Attorney Brown Mosely informed the Board that he had looked into the procedure for filling the City of Bainbridge vacancy left when Dean Burke qualified for the State Senate. The City's charter states vacancies shall be filled by an election with no other details. The State Code 21-2-504(b) states that if the Municipality has no provisions for filling a vacancy, a special election should thereupon be called. The next date a Special Election is to be held is the 3rd Tuesday in March. Brown stated that he heard the City officials want to put the election off until their regular election in November so they don't incur the additional cost of an election. According to Black's Law Dictionary, the definition of thereupon is "without delay or lapse in time" and the definition in Webster's Dictionary is "immediately following that". Code 21-2-540 also provides that the special election shall be at

least 29 days after the date of the call. The City of Bainbridge is the entity that should make the call and the Election Office is the entity that should publish the call. Brown stated that according to the calendar the call has to be made within the next two weeks. He thinks the Board needs to communicate to the City the need to make the call and set a date for the election. The Department of Justice doesn't care about an additional cost for the city, just that the election be held. Wendell stated that he agreed with Brown's assessment of the situation and that in accordance with the Board's policy that all official communication from the Board come from the Chair, the Board needs to authorize the Chair to write a letter to the City bringing these facts to their attention. Dr. Chambers stated that he would like to hand deliver the letter to the Mayor and discuss the situation with him. Lisa made a motion that the Chair write and deliver the letter to the Mayor and Wendell seconded the motion. After discussion, Dr. Chambers stated he would get the letter written and delivered by Monday. All present voted to approve the motion unanimously. Brown Mosely left the Board to finish our meeting.

- b. PTO Time - Staff – Wendell stated that in November he had discussions with staff concerning the amount of Compensatory Time and PTO time that they had accumulated, which is a considerable amount. In accordance with Colonel Breedlove's wishes, the Comp Time bank was tabled to be used in 2013. The County's policy on PTO Time is that any time over 24 hours that is not used by December 31st is lost and vacation time can then only be used as the one day per month is accumulated. The staff created a schedule to use the accumulated PTO Time the last few weeks of December, but with the necessity of the January Special Election (with December preparations and Advanced Voting time) they were unable to use that schedule. Wendell talked to the County Accounting Office and worked out that a memo from the Board to the County Commissioners asking that the staff be paid for those hours should suffice. Wendell mentioned that from an accounting point of view, if the staff were put on Hourly time instead of Salaried time this issue wouldn't come up again. Doris had 92.5 PTO hours and Peggy had 48. Wendell stated that they had made due diligence in using those hours in accordance to County policy and that the Special Election prevented the use of those hours. Lisa also pointed out that there would have been legal repercussions if they had not done their duty for the Special Election. After discussion it was decided that the Chair should present the proposal to the County Administrator and let the Administrator decide if the matter should be presented by the Chair to the County Commissioners. Wendell made a motion that the Chair prepare and present the proposal to the County Administrator and Lisa seconded the motion. All present voted to approve the motion unanimously. Discussion took place about the possibility and procedure of changing the staff from Salaried to Hourly time and all the ramifications for both. The decision will have to be made when the next budget is prepared, but after the discussion took place, staff and Board members present were inclined to leave staff on Salaried.
- c. Hardware Maintenance Agreement with ES&S – The Board received copies of the contract from ES&S. After reading over the contract, Wendell made the motion that the Board approve the contract and Lisa seconded the motion. All present voted to approve the motion unanimously.

VI. Adjournment – With no other business to discuss, the January 11, 2013 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 5:35 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, March 12, 2013
6:30 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 6:30 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Willie Lamb, Jr.

Present Staff:

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

Visitor present:

Roy Reynolds

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 6:30 p.m. and 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 – Friday, January 11, 2013*

The minutes of the January 11, 2013 Regular Monthly Meeting – All present voted to approve the motion unanimously.

IV. Old Business

- a. City of Bainbridge Election – Not one being held until November.
- b. PTO Time – Staff – Dr. Chambers approached the County Administrator and no word has been given as to the decision concerning the staff's PTO time.
- c. Hardware Maintenance Agreement with ES&S – We have received the agreement and it has been approved.

V. New Business

- a. Additional File Cabinet for VR Registration – We have received the new cabinet for storing VR Registration files.
- b. Technician for Election Purposes in lieu of ES&S – Wendell Cofer pointed out that we've spent a lot of money to ES&S and service has not always been very good. He suggested that since the Sheriff's office is employing Roy Reynolds as an IT person, that the Elections office use him as a technician for the elections and pay to send him to training. For use in the office and as a technician during elections, he would be paid an additional stipend. Dr. Chambers questioned Roy about his current duties for the Sheriff's office. We paid ES&S just under \$32,000.00 through December. Keith Sellers agreed that the ES&S technicians have not be particularly helpful or professional. He questioned if Roy would just be used after his regular working hours or if there would be overlap with his hours for the Sheriff's department. Wendell said they regularly "loaned" him out to other departments. Keith asked if we would be paying him during

his regular working hours or just the "after hours" time. Doris pointed out that L&A testing took at least a full day and had to be done during daytime hours and be open to the public. In addition, the technician has to be available the day before the election, election day and the following Friday. Dr. Chambers pointed out that there are several issues -- 1) Availability for training, 2) Availability during elections and 3) our ability to get approval to pay for additional staff. Roy stated that his availability is completely dependent on the Sheriff's office, but that they have been very generous in allowing him to do other things outside the department in the six months he's worked there. Keith brought up that Roy is a great resource and should be used, but that the County wouldn't want to pay him for double-time. Wendell feels that they shouldn't have a problem since they'll be saving money by not using ES&S. Lisa pointed out that the problem could be from an Human Resource point of view when it comes to overtime hours. Dr. Chambers asked if it was in writing that Roy does after hours work. Wendell stated that he was on salaried time and there shouldn't be any pressing need with the Sheriff's office during election time. Wendell is asking that the Board consider an alternative to ES&S and explore the Human Resource options. Wendell says that as Constitutional officers they are not bound by the same considerations as other County employees. He also pointed out that a 10% across the board budget cut is coming. Discussion took place about our options. Wendell made a motion that a sub-committee be formed to explore this issue in depth and to check on the County HR issues. Keith seconded the motion. Keith asked who the sub-committee would be and how all the individual concerns would be addressed. More detailed discussion took place about what the sub-committee would need to find out and report back to the Board. Discussion also took place about prior problems with ES&S technicians. All present approved the motion. Dr. Chambers appointed Wendell, Lisa and Doris to be the sub-committee. Wendell asked that the individual concerns of the Board that the sub-committee needs to address be e-mailed to Lisa. The sub-committee will report to the Board at the next meeting.

- c. Peggy's Report on Voter Registration Training -- The main thing that is different with the new system is capability to scan the document and signature. We'll need some new equipment to be able to do it, but it should really save time especially during absentee voting. The reporting will be on demand instead of requesting the reports from the Secretary of State's office and waiting to be notified. It's more able to be customized. Our office will be able to issue our own passwords for our workers, saving a few days turn-around time. It's a web-based system though, which raises security concerns. Management of the passwords can't be done on an hours of the day basis and leaves the system able to be accessed from elsewhere after hours. Sensitive information can be accessed. Discussion took place about what measures can be implemented to make the system more secure. Dr. Chambers pointed out that the State would have to deal with any controversy that arises. Wendell brought up that it's a felony to access and use that information. He doesn't have to have a warrant to access the State records to see who logs-in and from where. Peggy stated a new scanner will be needed to use with the system. Peggy gave the Board information about different scanner options. Discussion took place about scanning the records and the need for a high end scanner. There will be the 16,000 current records to scan and then any records received on a daily basis. The options she gave the Board are the scanners that have been tested with the new system. Keith stated that he thought we could probably get by with a cheaper scanner, but that with the initial burden on the scanner of our current records and the fact that these scanners are tested with the new system. Wendell made a motion that the Board approve the Fugitsu scanner at \$693.95, which is the cheaper scanner. Lisa seconded the motion. Dr. Chambers brought up that he's had experience with burning out a scanner at the College. Keith brought up that the Fugitsu has a one year warranty and the Kodak has a 3 year warranty. Wendell stated that it was worth the \$6.00 extra for the extended warranty and amended his motion to the Kodak at \$699.99 instead of the Fugitsu. Lisa seconded the amendment. Wendell, Lisa and Willie voted for the motion and Keith voted against the motion.
- d. Hardware Needed to Implement New VR Software -- New monitor needed for the new system. Peggy said the State was recommending a 21" or larger and they currently have a 19". Keith

stated that he didn't see the difference between a 19" and a 21". Peggy said they trained on a 19" and she did have to scroll a bit. Doris stated that the office is short a monitor and that they would eventually need another monitor. No action was taken at this time on the monitor. Peggy said she was told that the new Express Poll scanner wouldn't read the current barcode scanner, but she tried it and it did. We have extra barcode scanners, so we don't need any at this time at a savings of over \$600.00. Peggy likes the new system.

- e. Shredding Purged Records – There was a large stack of papers in the office that needed to be shredded. The staff researched and found a company that could do the shredding. Doris said the shredder in the office wouldn't take the load and it would cost more to pay a minimum wage person to do the shredding. Keith made a motion that we use Shred-It to do the work and Lisa seconded the motion. All present approved the motion.

VI. Other Business

- a. Budget – Doris asked for a Budget meeting with the Board to go over the budget to make at least a 10% cut. After some discussion, the Board agreed to meet at 6:30 p.m. on Tuesday, March 19th in the County Commission Meeting Room. Discussion took place concerning the advertising of the meetings.

VII. Adjournment – With no other business to discuss, the March 12, 2013 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:53 p.m.

Decatur County Board of Elections and Registration
Special Called Meeting Summary
Tuesday, March 19, 2013
6:30 pm
Decatur County Administrative Offices' Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 6:30 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Willie Lamb, Jr.

Present Staff:

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

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 6:30 p.m. and 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. Budget Workshop for FY2014 budget

The first budget presented by Doris is for a 10.5% cut and the second is for a 21% cut. Discussion took place about the current year's budget expenditures. There are still some charges to be applied, so it is not current. We're probably about 10% over due to two unplanned for elections. On the summary supplied, the difference for Technical ES&S should be a minus. Wendell asked why the same cuts weren't made for both the 10.5% budget and the 21% budget. Keith agreed that you either need it or you don't. Wendell stated that with the current state of the County's budget concerns, we owe it to the County to be as accurate as possible. Keith asked about the difference in Technical ES&S and Doris replied that it was really dependent on if we use ES&S or if we use Roy Reynolds. Wendell stated that since the County asked for a 10% cut, that is all any of the departments will do. Keith stated that in prior years the County has made cuts in contrast to what we've told them we know to be true. Equipment Repairs and Maintenance is for our older office machines so we need to add \$1000.00 to that on the 10.5% budget. Advertising on that budget should be an additional \$1000.00. Contract Labor should be \$20,000.00. That makes the budget a cut of about 14.5%. Lisa brought up that since we've made over the cut we need to and our computers are getting older, that we add \$2000.00 to the Computer line to account for needing to upgrade/replace some of our machines. Keith agreed that would be a good contingency, especially with a new VR system. Two of the seven systems don't have monitors. Peggy's is fairly new and should be alright, but if one of the others went down during an election it would be a big problem. Lisa pointed out that a couple of them should be laptops for portability to the Fairgrounds and would have built in wireless. Adding \$2000.00 to Computer makes the budget cut about 13%. Wendell made the motion that with the proposed budget changes made by the Board, the Board instructs the office to forward the proposed budget with the 13% cut to the County. Lisa seconded the motion. Keith brought up that we might need to resolve the ES&S/Roy Reynolds issue before the County would approve

that line of the budget and that we do our best to ensure the Computer line is not cut. All present approved the motion. Keith pointed out the need to change 2013-1014 to 2013-2014. Wendell said he heard that there will not be the budget hearings this year like we've had in the past.

IV. Adjournment – With no other business to discuss, the March 19, 2013 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:10 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, June 11, 2013
6:30 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 6:30 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Willie Lamb, Jr.

Present Staff:

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

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 6:30 p.m. and 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 – Tuesday, March 12, 2013

The minutes of the March 12, 2013 Regular Monthly Meeting – Keith Sellars made a motion to approve the minutes and Wendell Cofer seconded the motion. All present voted to approve the motion unanimously.

b. Special Called Meeting – Tuesday, March 19, 2013

The minutes of the March 19, 2013 Special Called Meeting – Keith Sellars made a motion to approve the minutes and Wendell Cofer seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

- a. Budget 2013-2014 – Doris presented the Board the current year's budget and the proposed budget for FY2014. Dr. Chambers made note of the over-spending in Contract labor, equipment repairs and rentals in the current year's budget, which reflects on the process the County uses to prepare the budget. Doris stated she thought the office did extremely well considering the two unplanned for elections. Discussion turned to the proposed budget for FY2014 and Lisa Reeves pointed out that the County had already made changes from what the Board agreed upon, such as a \$10,000 cut from the Technical – Premier line item. Doris stated that it was an 18% cut. Keith raised the point that it didn't seem the right way to create a budget by cutting things to make the budget look good, only to have to come up with the money later to cover the required expense. Doris brought up that the office never asked for a line item for overtime, but that the County was still putting it in the budget and apparently there was a long discussion of overtime in general, and the Election office's in particular, during the budget workshops. Wendell stated the County wanted to do away with overtime completely and use Comp time, but not all County employees are legally eligible for Comp time. Doris said the County wants to move our permanent part-time employees to Contract labor. Discussion took place about what this move would entail and

what it would mean for our employees. The Board consensus was that we did not support the move. We have received dependability, experience and loyalty from these workers and don't think that they should shoulder the whole burden of their Social Security cost, which reduces the amount of their hourly pay. Wendell made a motion that the Board Chair notify the County in writing that the Board rejects the suggestion that our permanent part-time employees be transferred to Contract labor status and Keith seconded the motion. All present approved the motion. Discussion took place about the overtime line item with no action taken.

- b. Technician for Election purposes in lieu of ES&S – Peggy pointed out that there is some training coming up September 10-12, 2013 in Macon for the technical training we talked about Roy Reynolds attending to become the Election technician. There is no cost for the classes, just travel and lodging. Doris said the \$2000.00 for training left in the FY2013 budget would not get used before the end of the fiscal year. Discussion took place about using the FY2013 money for the training and/or for the VRAG registration for the August conference. The Board directed Doris to try to register for VRAG with FY2013 monies. Wendell said that the status on the Elections office using Roy Reynolds is waiting for more information from the County Administrator's office. He was told the way to handle it would be to increase Roy's pay and take part of the pay out of the Elections budget. Since Roy is on salaried time, he would then be covered if he was working in the Sheriff's office or the Elections office, no matter the number of hours he worked. Wendell said they are just waiting to see how all the budget process comes out before they make a final decision.
- c. Shredding Purged Records – All the records have been purged and it only cost \$174.00, which is a savings for what it would have cost a staff person to do the job.
- d. Hardware Needed to Implement New VR Software – The new scanner has been purchased and us in use and doing well.

V. **New Business**

- a. SEB Case #2012-0014 Letter of Instruction – Discussion took place about how dissatisfied the Board was with the letter. The Board consensus is that we were not in violation of the law, which is what the letter states. Dr. Chambers pointed out that the law doesn't say the ballot has to be received, only that it has to be mailed. Lisa stated the Board can't force the Post Office to deliver the ballots. Doris pointed out that the Letter of Instruction was sent to the incorrect address, but was still delivered. She also said that in talking with Investigator Harvey his opinion was that the case needed to be dismissed. She asked that we have representation if anything else needed to go before the State Election Board. Keith pointed out that it's now been put in a public document that we have violated the law and will always be held against us, whether it's true or not. It was the Secretary of State's software that caused the problem. Wendell brought up that the e-mail Investigator Harvey sent to County Attorney Brown Moseley recommended the case be closed with a Letter of Instruction issued, but instead of a "reminder to follow the law" the letter said we messed up and leaves us open to future blame laid on us. Discussion took place over what action, if any, the Board should take. Wendell made a motion that we table the matter until the Board Chair can meet with the County Attorney for future advice and resume negotiations at the next meeting. Lisa seconded the motion. Keith stated that he feels strongly that our point of view be put in writing to the Secretary of State and Lisa asked that the Board be allowed to read it and make changes before it was sent. The motion was approved by all present.
- b. West Bainbridge Precinct – The Decatur County Board of Education is going to use the building we've been using for voting to house the Jones Wheat Elementary School while it is being re-done. Doris talked to Jerry Mills and he suggested that we move the precinct into where the Sheriff's Department has a training room off the old gymnasium. Wendell stated that it is ADA accessible and has air conditioning and bathrooms. It shouldn't be a conflict with the Sheriff's Department and easy to find with signage. We'll just need to get it approved by Department of Justice and send out updated Voter cards. Wendell will confirm with the School Board and with the Sheriff's Department. Lisa made a motion to move the voting precinct from the 3rd grade

classroom to the training room in the gymnasium and Keith seconded it. All present approved the motion. Dr. Chambers asked Doris what the status was of the precinct in Recovery. Doris said the building inspector said the Fire Station still needs a few things done to be ADA accessible. She said the church were fine with us moving it back to the fire station. She suggested another grant with the Secretary of State's Office and she will get with Charlie McCann and see what the status is.

- c. City of Bainbridge Redistricting – Doris hasn't heard anything from the City yet. The contact at the City said it was with the City Attorney and not back from the Department of Justice. After discussion, the Board agreed that it is up to the City of Bainbridge and we'll just have to wait. We haven't been notified and it is in their hands.
- d. Ethic Filings – Senate Bill 43 was signed in and the filings are coming back to the local election offices. The offices haven't been notified yet, but there will be some changes and staff will have to have some training. Doris filled Board members in about the procedures that will take place. Wendell asked what happens if the filings are late. Doris stated that if they still have not filed by the end of the grace period, it will be reported as late. Discussion took place about late filings and fines.
- e. Deputy Registrars – Peggy said that someone had contacted the office about becoming a Deputy Registrar. They made copies of the forms he needed to fill out and the procedures for being one and gave it to him. Erica at the Secretary of State's office called the office and said he contacted their office saying he is a Deputy Registrar and had some questions. Doris told her that he hadn't filled out any of the paperwork or been approved as a Deputy Registrar by the Board. Discussion took place about the procedures for being a Deputy Registrar and what they could and couldn't do. The Board made the past decision that there would be no official Deputy Registrars besides the School Officials. If someone is presenting themselves as a Deputy Registrar without official permission, they are falsely presenting themselves and be held accountable.
- f. Update Letter to Voters – Peggy informed the Board that on the off election years, it was the office's practice to go through the files and send out letters to voters that needed information updated. Erica called and requested the office stop sending out the letters because it was confusing the voters and making them think they were not registered or that they would be purged from the rolls if they did not send the new registration card in. She suggested if we were going to send out a letter, that it be customized for each individual and clearly state the information needed and why. Doris says it's not feasible for individual letters. There were almost 200 sent out just for the G's. Bo Jones got the letter approved when he was Board Chair with just a few minor changes. Doris stated that Erica said the State was working on a letter that could be printed out of the Registration system. Discussion took place concerning the repercussions at the State level. Dr. Chamber pointed out that according to the State Code it's not required and even though it's good practice for us to ensure our records are accurate, we should take the State at their word and wait for them to develop the letter. The Board agreed with the Chair.
- g. Storage for Voting Machines – Doris stated that the machines are not being charged in storage and the handles are being pulled off when moving them. She would like to move the machines to the office where the staff could oversee the proper maintenance of them. She checked with County personnel and storage shelves could be built in the back room. It would also make the machines available for L&A and other maintenance. Dr. Chambers raised some concerns about the security issues, but Doris gave a couple of options that would satisfy the security needs. After some discussion, the Board directed Doris to check on getting the shelves built.

VI. Other Business

- a. Dr. Chambers and Keith Sellars will both be unable to make the July 9th meeting. Wendell made a motion that we move the meeting to July 16th and Lisa seconded the motion. All present approved the motion.

VII. Adjournment – With no other business to discuss, the June 11, 2013 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 8:06 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, July 16, 2013
6:30 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 6:30 pm with Chairman Ray Chambers presiding.

Present Board Members:	Chairman Dr. Ray Chambers Vice-Chair Wendell Cofer Keith Sellars Lisa Reeves
Board Members Absent:	Willie Lamb, Jr.
Present Staff:	Chief Election Official (CEO) Doris White Clerk of Registrations Peggy Richardson
Present Visitors:	County Attorney Brown Moseley

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 6:30 p.m. and 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 – Tuesday, June 11, 2013

The minutes of the June 11, 2013 Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Keith Sellars seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

- a. SEB Case #2012-0014 Letter of Instruction – Dr. Chambers provided everyone with a copy of the letter he drafted. Discussion took place about the letters Dr. Chamber and Brown Moseley wrote. Brown suggested the letter needed to be addressed to the Secretary of State since Chris Harvey is the investigator. Keith proposed sending to the Secretary of State and copy Chris Harvey. Wendell made a motion to merge the two letters and have both Brown and Dr. Chambers sign the letter. Dr. Chambers will meet with Brown the following day. While Brown was with the Board, Dr. Chambers asked for clarification of the West Bainbridge precinct and our proposed changes. Brown stated that he believes that we do not need to get pre-clearance from the Department of Justice to make our changes. Our only responsibility is to notify the voters that we are moving the precinct and give them the new location. Everything has been approved with the Board of Education and the Sheriff's Office.
- b. Technician for Election purposes in lieu of ES&S – Doris and Peggy need to attend the training in September and want the new technician to attend. Wendell stated he met with the Accounting office and the Board just needs to decide the amount we want to pay for a monthly payment to Roy Reynolds. He'll be on a straight salary and unless a conflict arises, he'll do for both departments as needed. Keith expressed his concerns about being fair to both Roy and the Board with the need to be flexible for both departments. Discussion took place about what a fair

amount would be. After the discussion took place, Keith made a motion to pay him \$6000.00 per year to have him on an as needed basis and he would attend training with Doris and Peggy. Lisa seconded the motion. All present approved the motion. Wendell will let Roy know and Doris will get him signed up for the training.

- c. Budget 2013-2014 – There has been no developments and nothing has been finalized. Dr. Chambers sent a letter to Col. Breedlove about the changes to our permanent part-time workers and has not received a response. The \$1600.00 that had been budgeted for overtime has been removed. This money was what Doris and Peggy receive from the City of Bainbridge during their election for their overtime hours. Instead of leaving it in overtime, the County wants to give it to Doris and Peggy as Contract labor hours that they don't have to pay any Social Security and taxes on it. Wendell said we might know something next week after the public hearings.
- d. Deputy Registrars – A person was supposed to be at the meeting that wishes to be a Deputy Registrar, but the person was not present and has not turned in any of the paperwork to become a Deputy Registrar. Lisa asked for Board clarification about training for local groups. She has been approached by the local Democratic Party to do some training for them, including what a person needs to do to be a Deputy Registrar. Discussion took place about the proprieties, liabilities of training and someone being a Deputy Registrar. Wendell pointed out that the Deputy Registrar has to be non-political during the fulfilling of the duties and as an imprimatur of the Election Office without our oversight, our ability to correct, our ability to maintain, our ability to check behind and subject to no punishment other than the law. Lisa brought up that the Deputy Registrar handbook says that all registration sites must prominently display signage that the voter registration is being conducted under the authority of the County Board of Registrars and Elections and that the person has to take an oath before a judge and complete such training as the Board requires. Wendell stated a background investigation has to be conducted. He asked if we are required to appoint someone who applies. Dr. Chambers found in the Code that the Board MAY appoint a Deputy Registrar, but not that they SHALL. Keith asked for and received clarification about the Board of Registrars. Decatur County ceased to have a Board of Registrars when the Board of Elections and Registration was created. Lisa pointed out that even though section 4 of the Voting Rights Act was struck down, voter registrations are still covered under other sections of the act that are still in place, specifically the parts that ensure no discriminations are taking place and that voter registration sites probably still have to be pre-cleared and approved by the Department of Justice. Dr. Chambers stated that the Board might want to reiterate and reinforce the Board's former decision that there will be no Deputy Registrars. Keith agreed and stated he felt the person just would not have the knowledge and tools to act in this capacity. Lisa agreed and brought up that the person would be doing it in the Board's name and Wendell stated that if they do it incorrectly, it has the ability to infringe upon a voter's right. Keith made a motion that we reinforce the Board's previous position on Deputy Registrars in that the Board feels there is no need for them and that we do not authorize appointing anyone to this position. Wendell seconded the motion. All present approved the motion. Dr. Chambers directed Lisa that any training requests should be directed to Doris and Peggy in the Elections Office.
- e. City of Bainbridge Redistricting – Doris talked to Lisa Taylor at the City of Bainbridge and that Doris should be getting maps soon. Dr. Chambers asked if the City has let us know formally that they want us to conduct their election this fall. Doris will get a formal notification.
- f. Storage for Voting Machines – Doris said she talked to Col. Breedlove and he will see about getting the work done in September.

V. New Business

- a. Entrance to Office - Front Door – Discussion took place about conflicts still taking place with the District Attorney's office and the security system.

VI. Other Business

- a. Dr. Chambers will be doing voter registration/education for Constitution Day at the College.

- b. Doris brought up that she's had some problems getting invoices paid.
- c. Lisa brought up that the next meeting will be while the staff is at VRAG and asked if we wanted to change the meeting. All present agreed to change the meeting to August 20th.

VII. Adjournment – With no other business to discuss, the July 16, 2013 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:36 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, August 20, 2013
6:30 pm
Election Office Conference Room

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:30 pm with Chairman Ray Chambers presiding.

Present Board Members:	Chairman Dr. Ray Chambers Keith Sellars Lisa Reeves Willie Lamb, Jr.
Board Members Absent:	Vice-Chair Wendell Cofer
Present Staff:	Chief Election Official (CEO) Doris White Clerk of Registrations Peggy Richardson
Present Visitors:	County Attorney Brown Moseley

II. Administrative Notes

Chair Ray Chambers called the meeting to order at 6:30 p.m. and 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 – Tuesday, July 16, 2013

The minutes of the July 16, 2013 Regular Monthly Meeting – Keith Sellars made a motion to approve the minutes and Lisa Reeves seconded the motion. Dr. Chambers pointed out that on page 2 item 4C should change has to have. Keith pointed out that in item 4E “said” should be added. All present voted to approve the minutes with changes unanimously.

IV. Old Business

a. SEB Case #2012-0014 Letter of Instruction – Dr. Chambers stated that he talked to Brown Moseley. Brown had not received a response to the letter sent, so he called and talked to Secretary Kemp and learned the Secretary knew nothing about our letter. Brown faxed him a copy of the letter. Doris stated that Vincent Russo called Brown and wanted to know the details of the case. He and Brown got into a bit of a heated discussion. Brown had Doris fax Russo a copy of the letter. Russo e-mailed Doris that he had received it and would go over it with her or Brown later. Doris responded to his e-mail and told him to contact Brown. He did contact Brown and they went round and round a bit. Russo threatened to send it to the Attorney General and Brown told him to go ahead. The discussion calmed down a bit and Russo stated that he would look at the case after he finished trying some cases the following week. No further contact has been made. Discussion took place about the logistics of the case. Brown came in later in the meeting and gave his side of the situation. He re-iterated that made it very plain that he wanted this case re-opened and any blame of the Decatur County Election Board and office staff was not satisfactory. He is still waiting for a response and if need be would contact members of the State Election Board to get the case resolved to our satisfaction. The Board was in agreement with Brown and thanked him for the work on the case so far.

- b. Technician for Election purposes in lieu of ES&S – The September training session was full, so the date for the staff to go has been changed to October. Doris, Peggy and Roy Reynolds are all going and reservations have been made.
- c. Budget 2013-2014 – Doris passed out copies of the budget expenditures so far for the fiscal year. Doris said postage was so high because it cost about \$600.00 for Confirmation Notices. Doris also stated that she had talked to Col. Breedlove about the fact that the Primary election next year being moved to May instead of July, so it will fall in this fiscal year. Keith asked about the \$1.00 costs for the Post Searchlight and Doris said that was where the Post Searchlight had not billed the office for ads run and it was entered in the system that way until the final invoice was received. The final budget for the current fiscal year had not been received yet and hadn't yet been voted on and approved by the County Commissioners.
- d. City of Bainbridge Redistricting – Peggy stated that they received a proposed map and that Peggy had completed her spreadsheet of the changes to be submitted to the Secretary of State's Office. As soon as they approve it, they will be in re-districting mode and she'll be able to make the changes in the system. There are about 30 streets to be impacted. Dr. Chambers pointed out that we'll have another big mailing to inform the voters of the changes.
- e. Voting Machines Storage – Doris said she was told Col. Breedlove had already approved it and that work would start sometime in September. Hopefully it will be done before L&A testing on October 8th & 9th.

V. New Business

- a. VRAG Report – Doris passed out a handout she brought back from VRAG about Deputy Registrars. She said it re-iterated the Board's decision concerning Deputy Registrars. We may have them, but we don't have to have them. Peggy pointed out that Deputy Registrars have until close of the next business day to bring any new registrations into the office, whereas a third party entity has up to 10 days to bring them in. Doris stated that was because the Deputy Registrar is an extension of the office and under stricter guidelines. Lisa said that she had given everyone at the Democratic Party meeting the previous night an overview of the process and that given the liability, it was better to pass out the registration forms with no instruction on completion and let the voter mail them back in. Doris pointed out that any third party wanting training on Voter Registration needed to request the training in writing. Dr. Chambers expressed concern about the requirement for annual training for High School Principals and College Presidents. Doris stated that they usually come in or send a designee and Doris goes over the book with them and it qualifies as annual training. No one from the College had come in this year and Dr. Chambers stated that he would contact Dr. Carvajal and check on it. Keith stated that the way he read the code made it mandatory for the Principals and College Presidents to be registrars and the other Board members agree with that. Doris said the Secretary of State's Office is still working on the new system bugs.

VI. Other Business

- a. Discussion took place about the next Board meeting that was set for September 10th. Keith will be out of town and not able to make the meeting. Doris could not come on the 17th and the following Tuesday would be the County Commissioners' evening meeting. It was brought up that Wendell may not be able to make the meeting due to Bikefest. After more discussion, it was decided that we would skip the September meeting and that the next meeting would be on October 8th. Keith made a motion that the next meeting would be on October 8th and Lisa seconded the motion. The Board will also be able to observe L&A that night. All present unanimously approved the motion.

VII. Adjournment – With no other business to discuss, the August 20, 2013 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, October 8, 2013

6:30 pm

Decatur County Election Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 6:32 pm with Vice-Chairman Wendell Cofer presiding.

Present Board Members:

Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Willie Lamb, Jr.

Board Members Absent:

Chairman Dr. Ray Chambers

Present Staff:

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

Present Visitors:

County Attorney Brown Moseley
Brock & Linda Washington

II. Administrative Notes

Vice-Chair Wendell Cofer called the meeting to order at 6:32 p.m. and 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 – Tuesday, August 20, 2013

The minutes of the August 20, 2013 Regular Monthly Meeting – Lisa Reeves made a motion to approve the minutes and Keith Sellars seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

- a. SEB Case #2012-0014 Letter of Instruction – Brown Moseley refreshed everyone on what had been done to date. He received a letter back from the Secretary of State's lawyer dated August 26, 2-13 and shared it with the Board. He had hoped to get back a different version of the original Letter of Instruction, but instead got this letter. The new letter basically stated that everything stands as originally stated in the first letter, ie. that the Board was not in compliance with State law. Brown had hoped that the new letter would state that no violation had taken place and to be more vigilant in the future. Since the letter has been received, Vince Russo, the Secretary of State's lawyer, is no longer with that office. Brown looked at the minutes from the SEB's last meeting and after seeing the results is not sure that anyone being present to defend would have made a difference. Discussion took place about the Board's options for a next step. Brown informed the Board that the options are: 1) to let the matter go, 2) to send another letter asking for a new letter or 3) to send a letter stating our disappointment with the decision and asking to be put back on the SEB agenda for re-consideration. Lisa asked Brown what his best course of action for the Board to take would be. Brown stated that he feels another letter should be sent to all the SEB Board members re-iterating the facts of the case and stating that we still don't feel a violation took place and ask for another Letter of Instruction with wording to that

effect. Wendell talked about the main problem stemming from the Secretary of State's computer system that caused the addressing problems. Lisa made a motion that Brown's recommended letter be sent and Keith seconded the motion. All present approved the motion.

- b. Certification of the City of Bainbridge Special Election – Copies of the letter Brown sent to the City of Bainbridge were given to the Board. The letter answers the questions the City had about putting the Special Election on the November ballot. Brown stated that Code 21-2-291 and 21-2-545 applied to this case. No Special Election needs to be on the ballot since there was no opposition to the qualifying Candidate and no write-in candidates. The Board just needs to decide when they want to certify that Special Election. Keith stated that it is just a formality for the Board certifying the candidate and that the longer the Board waits, the longer the period that the voters in that district are without representation. He made a motion that we certify the qualifying candidate. Lisa seconded the motion. Wendell stated that the City had the option to put someone in that seat months ago and made the decision to put it off. He stated that even though the risk of violating Georgia law is minimal given that the law is so vague, he didn't feel the risk was needed since the election was only a month away and coming so close after the Board has received the other Letter of Instruction. If there was no need to put someone in that seat in February, there is no need to not wait until November. Lisa stated that even though the City put off having the election months ago and that the Board didn't know of any urgent reason for putting that Candidate in the position before next month, it didn't mean that something couldn't come up within the month. The Board is supposed to represent the rights of the voters and the voters in that district have no say at present. Keith asked Brown what he thought the risk to the Board was and Brown stated that he didn't feel there was any risk of the Board certifying that candidate. Wendell asked for a vote to certify the candidate and announce the candidate's certification, which would seat the candidate prior to the election in November. Three voted for the motion with Wendell voting against the motion. Wendell asked Brown for instruction about how best to notify the City. Brown stated that Atlanta should be notified first and that the response from Atlanta should then be forwarded to the City.
- c. City of Bainbridge Redistricting – Redistricting has been completed.
- d. Voting Machine Storage – All machines have been moved to the new storage area. Doris stated that KSU told her we still need plywood over the windows for security. The alarm system needs to be updated.

V. New Business

- a. Report on KSU Training – the matter was tabled until the next meeting.

VI. Other Business

- a. Doris asked about going to check out the West Bainbridge Precinct and Wendell told her she could go anytime she wanted.

VII. Adjournment – With no other business to discuss, the October 8, 2013 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:16 p.m.

**Decatur County Board of Elections and Registration
Special Meeting Summary
Wednesday, November 6, 2013**

5:00 pm

Elections & Voter Registration Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Meeting was called to order at 5:15 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer (by phone)
Lisa Reeves

Absent Board Members:

Keith Sellars
Willie Lamb, Jr.

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Peggy Richardson

II. New Business

a. **Provisional Ballot from the November 5, 2013 General Election** – 1 Provisional Ballot was voted at the Polls in the Municipal General Election.

1. Jason Strickland – The system did not show his address was in the city limits, but research determined that he was in city limits and his ballot qualified. Lisa Reeves made a motion to accept the ballot and Wendell Cofer seconded. All present approved and his ballot was accepted.

III. Adjournment

With no other business to discuss, the November 6, 2013 Special Meeting of the Decatur County Board of Elections and Registration was adjourned at 5:18 p.m.