

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, January 14, 2014
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 6:30 pm with Chairman Dr. 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

Present Visitors:

County Attorney Brown Moseley

II. Administrative Notes

Chairman Dr. 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, October 8, 2013*

The minutes of the October 8, 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 – Wednesday, November 6, 2013*

The minutes of the November 6, 2013 Special Called Meeting – Keith Sellars made a motion to approve the minutes and Willie Lamb, Jr. seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

- a. SEB Case #2012-0014 Letter of Instruction – County Attorney Brown Moseley sent a copy of all the information pertaining to the case to State Election Board member Rusty Simpson along with a cover letter. He followed up the next week with a call and was informed by Mr. Simpson that he agreed completely with the Board and Brown that our view was correct. He said he would have it put on the agenda for the next State Election Board meeting and would take up our side. When we find out when the next meeting will be, Brown will check back with him to see if someone from Decatur County needs to go. There is currently no meeting of the State Election Board scheduled according to the website. The Board thanked Brown for all the hard work and keeping up the "fight".
- b. Alarm System for Voting Machine Storage Room – Doris stated that Roy Reynolds could work on it as soon as he got word from the Board. The Board directed Doris to let Roy research and get back to them with the information.

V. New Business

- a. Election Calendar – Local Races for Primary – May 20, 2014 – Lisa read a list of the races for our area that are up for election in 2014. Doris provided the Board with an Election calendar for 2014. Brown stated that the County Commissioners had set the qualifying fees for local races, but was unsure of the amounts. It should be published soon.
- b. SPLOST along with Primary May 20, 2014 – The County and the City are set to meet on Thursday to decide on the split. The SPLOST will be voted on in the Primary Election in May. The Primary date has been moved up from July to May 20th.
- c. Town of Brinson Special Election along with Primary – May 20, 2014 – Brinson’s Special Election will be held with the Primary in May. They had two Council seats up last time, but only one person qualified. Doris stated that they had wanted to have a special election in January, but changed their minds when she told them that they would have to cover the complete cost of the election since nothing else would be on the ballot. They will be sending us official notification of their intent to hold it in May.
- d. Budget – The budget looks good at this point. Wendell asked if the Technical Premier line was so much because we had been using Roy. Doris stated that it was and Lisa brought up that we also had not created any ballots yet for the May election. Doris questioned where the money to pay Roy was coming from and looking at the detailed budget it was determined that it’s coming out of Contract Labor. General discussion took place about the state of the budget. Dr. Chambers brought up his concern that staff would be gone to GEOA/VRAG when Absentee ballots will be delivered. He stated that if they don’t come in before staff leaves, he can be at the office to receive them.
- e. Laptop Computers – The general purpose of the laptops is for use at the Fairgrounds for Advanced Voting. Two are needed. Staff has researched the laptops and decided on Dell Inspiron 17. They come with Windows 8 standard and Keith asked if it was possible to get them with Windows 7. Discussion took place about the need to get 3 instead of 2. A motion was made by Keith that the staff purchase 3 laptops and Lisa seconded the motion. Wendell asked about cases for the laptops and if any of the desktop computers needed to be replaced. Discussion took place about desktop computers. Wendell made an amendment to the motion that a desktop computer to replace Doris’s desktop computer be made with some of the remaining money budgeted for computers and Lisa seconded the amendment. All present voted to approve the motion. A motion was made to purchase cases for the laptops by Willie Lamb, Jr. and Keith seconded the motion. All present voted to approve the motion. A motion was made for the staff to assure that Windows 7 is loaded on the new machines and to purchase appropriate laptop cases under \$40 each by Lisa and seconded by Keith. All present voted to approve the motion. Keith asked if any encryption is required for use in Elections and was informed that there is not any special encryption needed. Staff will ensure that the new laptops are stored securely.
- f. Warranty on Voting Equipment – Doris presented the Board with a bill for \$7710.00 for warranty on Express Polls and Voting machine for one year. Keith asked if everything was covered under the warranty and Doris stated it does but that we have to mail the machines off to them for repair. The State says that we have to have as many machines in working order as they gave us. Doris suggested that instead of getting the warranty, we buy 2 new machines per year at a cost of about \$3000.00 apiece. Wendell stated that he feels that a warranty on computers are not a good investment. Doris says they can only make the repairs as long as they have the parts. Keith says with Roy on payroll he should be utilized for expertise on the machines and he would rather we bought a couple of new machines a year. Dr. Chambers asked for a motion to either pay the warranty or not pay the warranty. Wendell made a motion to decline the warranty and Lisa seconded the motion. All present voted to approve the motion. Keith asked how many machines we currently have and Doris said we have 71 voting machines. The money to purchase the machines would come out of the Technical Premier line item in the budget. Keith made a motion was made to authorize staff to purchase 2 machines this year and assess the need in subsequent years and Lisa seconded the motion. Wendell brought up that he didn't think the

machines could be purchased out of the Technical Premier line item and that with 71 machines he didn't think we needed to worry about it until a significant number of machines stopped working. He feels we need to table and study the matter before making a decision especially with a very real possibility that the State completely changes all the machines. After discussion, Keith withdrew the motion and Lisa seconded. The Board agreed not to deal with the issue at this time.

- g. Ethics Filings – Doris stated that the staff and candidates are confused about how this all needs to be done since it's come back to the Election office and there has not been any training on it yet. The way things were done in the past is not how they want it filed now. There are currently 21 filers and they have various filings they have to do at different times. Wendell suggested that we look at hiring a part-time person that would handle that duty and free up Doris and Peggy for the upcoming elections. It would come out of Contract Labor which gives the Board more leeway for hiring. Discussion took place about hours of work for the part-time person and about receipt of the paperwork from the candidates. Doris asked to think about it and talk it over with Peggy. Wendell agreed to talk to the County about the part-time person. Wendell made a motion that we hire a person to work 24 hours a week through Contract Labor as an Ethics Technician and Keith seconded the motion. All present approved the motion. Dr. Chambers will talk to Col. Breedlove and discuss the matter with him.

VI. Other

- a. The City has put a moratorium on naming streets, but they are changing names of streets and not informing the office so they can make changes.
- b. Discussion took place about the upcoming calendar with holidays and conferences. The next Board meeting will be on February 11th.
- c. Doris stated that she's had trouble securing the other meeting room and wanted to know if we still wanted her to try to schedule our meetings in the County Commissioner's meeting room since that's what our Bill stated was to be our meeting place and she was informed that she should still try to schedule the meetings there.

VII. Adjournment – With no other business to discuss, the January 14, 2014 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:40 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, February 11, 2014
6:30 pm
Decatur County Administration Building 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 Dr. 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:	Roy Reynolds, Basil Lucas & Ted Snell

II. Administrative Notes

Chairman Dr. 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, January 14, 2014

The minutes of the January 14, 2014 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. Information/Update Items

a. Alarm System for Voting Machine Storage Room – Roy Reynolds informed the Board the process for getting the alarm system has been started and once the hardware is received it will take him about a day to install it. A dial-up account for alarm notifications will need to be contracted with a monitoring company that will run about \$16.00 a month. He can program the system so that each person will be given a unique access code and a report can be obtained that shows every time someone enters and exits the room. Wendell asked if it was just for burglary or for fire notification, also. Roy said that a fire/smoke detector can be added and hooked into the system. Wendell asked about programming set times for the system to arm and dis-arm and Roy stated that unless it was a time during an election that there was heavy traffic in and out of the room, he would recommend it be armed all the time so the system would register exactly who goes in and out. Dr. Chambers inquired about the monitoring service and was told that Roy's company, Reynolds Computers, Inc. is the local company that the monitoring firm of Syn Signal deals through. The County doesn't have an account with any monitoring firm and the other County offices that have systems are going through Reynolds Computers. Discuss took place about how the alarm notifications are handled.

- b. Laptop Computers and cases purchased – They have been purchased and are in operation. Dr. Chambers asked about the issue of Windows 7 versus Windows 8 and Doris stated they came with Windows 8. Discussion took place about the cost and need for down-grading to Windows 7, but it was decided that Windows 8 would be fine unless something came up.
- c. Ethics Tech – Dr. Chambers was able to meet with Colonel Breedlove and he approved the Election Office hiring a part-time Ethics Technician for 24 hours a week at \$9.00/hour. Staff were directed to draw up a job description and, after approval of the job description by the Board, to start advertising the position. The Colonel was concerned that \$9.00/hour was too low, but Dr. Chambers informed him that there could be some very good students in the College's 4-year program that might be available to fill the position. The position is only approved through July however and we'll have to communicate with him about extending the position before July.

V. Old Business

- a. Ethics Filings – Peggy reported that all the candidates, except one, that were due to submit their Campaign Contribution Disclosure reports have done so after they were contacted. Seven have also submitted their Personal Finance disclosure report, which is not due until July 1st. Peggy will be transmitting them to Ethics this week. Doris spoke to the one who has not filed yet. Peggy said the reports are supposed to be sent through E-Fax, but since we're not set up for that it will be sent as a regular fax. She requested that the Board purchase a new fax machine that will self-feed multiple sheets, which the current machine does not. Discussion took place about E-Fax, which is a service that lets you send secure faxes through e-mail. It makes faxes portable. Keith made a motion at we purchase the \$199.99 fax machine and Wendell 2nd the motion. All present voted to approve the motion.
- b. Town of Brinson and SPLOST 6 – Doris stated that we have the minutes from Brinson and a letter from them that we a Memorandum of Understanding for us to do the election for them in conjunction with the May 2014 Primary. According to Colonel Breedlove, the verbage for SPLOST6 is set. Wendell asked if there is anything special that we have to do for the Brinson election that we are not doing for the May Primary. Doris answered that we just have to have them added to the ballot and run a separate advertisement for them. We just charge them those two items and an extra person at their precinct, which usually runs less than \$500.00.

VI. New Business

- a. Budget – We have the budget report through December 31, 2013. Doris said Colonel Breedlove congratulated them on the budget. Doris pointed out that as far Contract Labor goes, the budget was set with the Primary election set for July (the following Fiscal Year) and now the Primary cost will be spent this Fiscal Year. Discussion took place about the Ethics Technician position. Dr. Chambers talked about not expecting this position to be a poll worker at this point and Lisa stated the position still needed to be cross-trained about regular duties in the office. Staff were instructed to not include poll worker duties in the job description for the Ethics Technician position.
- b. Qualifying Candidates and Legal Notices – Doris stated that she would be getting all the qualifying notices ready to run in the newspaper. She will stipulate fees to be paid by check or money order. She has talked to Democratic Party chair Kelvin Bouie and he is supposed to be getting her a letter stating the party will be doing their own qualifying, but she has not received it yet. Republican Party chair Ryan Cleveland has already given her his notice about qualifying. Lisa stated she would contact him and have him get the notification to her. The non-partisan seats for the School Board will be the only qualifying in the Election Office and Peggy will handle that with the help of Alveda Chandler, since Doris will be out of the office. We will have the cost of the notices in the paper.

VII. Other

- a. Dr. Chambers welcomed the guests at the meeting and explained some of the duties and information about the Election Board and office. He stated this will be his last year on the board and as chair.

- b. Dr. Chambers pointed out that Doris' grand-daughter, Savannah Padgett, won first place in the Fashion Review for the Decatur County 4-H at the state competition at Rock Eagle and passed on a card from Colonel Breedlove to Doris.
- c. Dr. Chambers went over upcoming dates including Doris being out for surgery.
- d. Discussion took place with the visitors about election law and procedure.

VIII. Adjournment – With no other business to discuss, the February 11, 2014 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:14 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, March 11, 2014
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 6:40 pm with Chairman Dr. 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: Clerk of Registrations Peggy Richardson

II. Administrative Notes

Chairman Dr. 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, February 11, 2014
The minutes of the October 8, 2013 Regular Monthly Meeting – Wendell Cofer made a motion to approve the minutes and Willie Lamb, Jr. seconded the motion. All present voted to approve the motion unanimously

IV. Information/Update Items

- a. Ethics Technician Position – Dr. Chambers reported that he had received a phone call from a local lawyer expressing concern about the Ethics Technician job advertisement. The lawyer was worried that the wording of the ad sounded like the person hired would be giving the candidates filing legal advice, which is the purview of legally barred attorneys. Dr. Chambers looked over the State Code and it is very ambiguous about how Election Superintendents are supposed to handle the duties imposed about the required Ethics filings. Until someone challenges the current law, the office is required to review each Disclosure report and to ensure that it is in compliance with the Campaign Finance Act. Whether or not that entails giving legal advice, we have to comply with the law. Lisa questioned whether the Technician would be just checking to make sure the reports are completely filled out or actually checking the validity of what is filed. Dr. Chambers stated the Act says “determines compliance” which goes beyond just making sure all the blanks are filled in. If anyone argues that it is inappropriate, we just say that we are required to do it and the way we’ve decided to do it is to hire an Ethics Technician. Wendell asked if the attorney in question had read the actual statutes and was informed that he had not and was not aware that the law had changed. The Board agreed that the ability to handle this function of the job will be very important when hiring for the position. Peggy stated that they had three applications for the position at present. Discussion took place about reviewing the applications and Board members were asked to go to the office by March 25th to look at the applications.

- b. Recovery Voting Precinct – Peggy received a letter from the Recovery United Methodist Church and they are willing to terminate the agreement for us to use the church as a precinct, but that rent had not been received for the prior year before that could be done. Peggy said she had picked up the check for \$125.00 from the County office and would be mailing it to the church. There will be no cost to use the Fire Department building when we move back to it since it is a County building. Lisa asked for clarification on whether the Department of Justice still needed to approve the move back and was told that we did not need approval. Dr. Chambers directed Peggy to check with the County Attorney just to be sure.
- c. Fax Machine – It has been received and is in good working order.

V. Old Business

- a. Alarm System for Voting Machine Storage Room – It has been installed except for the smoke detector. Roy has been reminded that it still needs to be installed. Peggy informed the Board that she, Doris, Wendell and Dr. Chambers are on the call list for the alarm company.

VI. New Business

- a. Budget – Discussion took place about the current state of the budget. Wendell pointed out that we are 18% under budget.
- b. UPS Battery for GEMS – Peggy said it is chirping and needs to be replaced. Discussion took place about the need for the UPS and use of it. Wendell brought up the possible need to have a second one just in case it fails on Election night. Dr. Chambers pointed out that we may not still be using the GEMS server in the future and the companies that make the repair/replacement parts for the equipment have already stopped building those parts. The battery is rated to last three to five years and it's been three years since we replaced it. The cost is \$20.00 more than the last time we replaced it. Peggy was directed to purchase the battery.

VII. Other

- a. March 14th is the deadline for the ballot order to go in. Dr. Chambers asked if that had already been done. Peggy informed the Board that it was just the order for how many ballots would be needed and that the actual ballots would be done after KSU builds the database. General discussion took place about the upcoming dates on the calendar.

VIII. Adjournment – With no other business to discuss, the March 11, 2014 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, April 8, 2014

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 Dr. Ray Chambers presiding.

Present Board Members:

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

Present Staff:

Clerk of Registrations Peggy Richardson

II. Administrative Notes

Chairman Dr. 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 11, 2014

The minutes of the March 11, 2014 Regular Monthly Meeting – Keith Sellars made a motion to approve the minutes and Willie Lamb, Jr. seconded the motion. All present voted to approve the motion unanimously

IV. Information/Update Items

- a. Ethics Technician Position – Dr. Chambers noted that Peggy and he attended VRAG/GEOA and it was a very enlightening meeting. The person hired as Ethics Technician will have to go through some very extensive training. The closest place to send them is to Valdosta.
- b. UPC Battery – The battery has been received and is installed.
- c. Budget – Wendell noted that not all the County bills for March have been paid. The cost for building the room for storing the machines is under Building and Grounds. Some general discussion took place about the remaining budget.

V. Old Business

- a. Maintenance Agreement with ES&S – Peggy has written a letter, as requested by ES&S, formally terminating our maintenance agreement with them. The Board is in agreement about ending the maintenance agreement.

VI. New Business

- a. Ethics Technician Reporting Policy – Dr. Chambers stated that an outcome of VRAG/GEOA is that he realizes our Policies need to be updated. They were last updated in March 2011. The first possible change needed is in regard to the Ethics Technician. The Ethics Technician will be assisting candidates and office holders with their reports and there are penalties for failing to report. They are progressive penalties up to \$1250.00. The question came up at the meeting about how to make them file their reports. There is nothing in the law that can force them to file or make their payments. Since we need to change the policies to add the position, it is suggested that it be added that the Ethics Technician be instructed to report to the Board, in public at a regular meeting, the status of the filings and that anyone filing late be named. Wendell

questioned at what point would they be named; immediately upon being late, after 5 days, the next meeting after they are late, if they file late but still file before the next meeting, etc. Dr. Chambers suggested that it be reported at the meeting immediately following the deadline for reporting and that those that filed and those that didn't both be reported. The person reporting should be filing by 5 p.m. on the due filing date or will be considered a late filer. Discussion took place about the details of the policy – ie. contacting the filer, time frame, fines, etc. Keith brought up that whatever policy is put in place must be completely non-partisan. Wendell suggested that we get County Attorney input before policy is finalized. A form letter should be used so that every person receives the same information. Dr. Chambers suggested that he draft up something for the next meeting to start the development and the Board agreed.

- b. Distribution of Board Meeting Minutes Policy – The next part of the process is the publication of the filings and could be done through the Board minutes. Discussion took place about the process for that distribution. Keith suggested that we just release a report on the filings status and not the complete, approved minutes. Lisa brought up that it might be taken as singling out an individual, whereas sending the whole minutes lets the person receiving them extract the information wanted. She also pointed out that we still can't control what is taken and used from the minutes and what is not. Keith was concerned that the information could be used in a negative way without the full facts. Lisa pointed out that we also name people who get provisional ballots and that would be releasing their names. Wendell brought up that our minutes are public record and can be requested by anyone without our actually distributing them. The Board was in agreement that since our minutes are public record, we don't need to distribute them or make a policy on concerning the distribution.
- c. Policy on Accepting and Rejecting Absentee Ballots – It was brought up at the conference that some staff were having problems when it came to Absentee ballots. Statute says a person can bring in their own ballot, but not multiple ballots belonging to others. Staff is unclear about how to handle the situation when it happens. Dr. Chambers suggests putting it in our policies so that it be clear how to handle those situations. If staff tell the person that the ballots cannot be accepted in the office, they are actually rejecting the ballot (even if it is only temporarily until the person puts the ballots in the mail). Anyone could just leave ballots on the desk while staff are otherwise occupied and policy should be in place on how to handle those ballots. It could lead to legal ramifications and our staff should be covered in those situations. Discussion took place about what was covered under Code and what needed to be policy. Peggy said that Chris Harvey explained at the conference that Code stated it is unlawful for a person to turn in a ballot that was not their own, but that Code did not state it was unlawful for an Election official to accept a ballot from someone that did not belong to them. Wendell said that there have been a lot of debate in court cases about when ballots should be rejected. Dr. Chambers wants to put a written policy in place to direct staff how to handle the out of the normal ballots. Lisa agreed that policy should be in place to handle what Code did not cover. Wendell made a motion that the Board Chair direct the problem to the County Attorney for guidance about what the policy should contain. Lisa seconded the motion. Keith expressed concern about dealing with matters that are not clear in Code and that the State has not addressed this already. He wondered if the County Attorney would be able to give the Board direction on matters so unclear. Wendell pointed out that it would at least give the Board the ability in a legal case to say that we followed legal advice. All present voted to approve the motion.

VII. Other

- a. Keith brought up that he may have a conflict for the next meeting. Hopefully he will be there.
- b. Keith Sellars made a motion that we adjourn to an Executive Session to discuss personnel matters and Lisa Reeves seconded the motion. All present approved the motion and the Board went into Executive Session.

VIII. Executive Session

IX. Return from Executive Session

a. Dr. Chambers stated that the Executive Session is complete and the Board has agreed to go ahead with the process of securing an Ethics Technician.

X. Adjournment – With no other business to discuss, the April 8, 2014 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:28 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, May 13, 2014
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 Dr. Ray Chambers presiding.

Present Board Members:	Chairman Dr. Ray Chambers Keith Sellars
Democratic Board Appointee:	Beverly Holmes (Not Sworn In)
County Attorney:	J. Brown Moseley
Present Staff:	Chief Election Official Doris White Clerk of Registration Peggy Richardson Ethics Technician Karen Giles

II. Administrative Notes

Chairman Dr. Ray Chambers called the meeting to order at 6:30 p.m. He stated that a quorum was not present and that no formal business would be conducted but that Administrative Notes would be made and reports would be discussed and the meeting would adjourn. By way of Administrative Notes, he welcomed Karen Giles as a new staff member for the department. Dr. Chambers stated that the meeting had been duly advertised as required by governing laws.

III. Approve Minutes

a. Regular Monthly Meeting – Tuesday, April 8th, 2014. No action was taken to approve the minutes due to not having a quorum present.

IV. Old Business

a. Policy on Accepting and Rejecting Absentee Ballots - Dr. Chambers turned the meeting to County Attorney Brown Moseley for clarification for county staff receiving and accepting absentee ballots by persons other than the elector. Mr. Moseley referred to his memo dated April 24, 2014 in which he listed the state and federal statutes regarding the bulk delivery of absentee ballots by a single person. The statutes refer specifically with “delivery” of a ballot for a physically disabled person and/or “assisting” a physically disabled or illiterate elector. The Code lists specifically any adult person giving satisfactory proof that such person is related to the elector: mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, or individual residing in the household of the disabled elector. However, the Code specifically notes that no person shall assist more than ten electors in any primary or election where no federal candidates appear on the ballot. The general opinion of the County Attorney was that it was okay to accept up to and including ten ballots from a single person but not more than ten. Doris White shared with the Board that in the past the staff have not accepted any absentee ballots not marked with a “D” (disabled) unless delivered by the elector themselves. The elector would mark the application as disabled when completing the Application for an Absentee Ballot. If a person other than the disabled elector brought in the ballot, they were told

that the ballot had to be placed in the mail. Dr. Chambers explained that this position did not come through clearly at GEOA, that the exact opposite was expressed in that any person could bring in any other person's ballot and it would be accepted. This is why clarification was needed and that the County Attorney's memo now addresses this issue. Person's can now bring in up to ten ballots and staff can accept them. This is safe legal ground for now anyway, according to Dr. Chambers and County Attorney Moseley. It was noted that this policy should satisfy the full Board once they are together.

- b. Dr. Chambers inquired of County Attorney Moseley of the status of repeated appeals. Mr. Moseley stated that he had not been able to get up with Rusty to inquire of his status but that he is still working on it. At this point County Attorney Moseley excused himself from the meeting.

V. New Business

- a. Proposed Budget for 2014-2015 – Doris White presented the proposed 2014-2015 Budget to the Board and explained that it is higher than the previous year by approximately 19% but that the 2013-2014 budget was cut 17.5% from the 2012-2013 budget. Therefore it's only 1.5% higher than the 2012-2013 Budget and allows for a third person on staff. There was also some discussion regarding the Board Appointment fees. No business could be conducted at this time.

VI. Other

- a. Dr. Chambers reminded everyone that Tuesday, May 20th is Election Day and that the Board will meet at the Board of Election's office around 6-7 pm to begin opening ballots and accepting the results from the Precinct's.
- b. Also, Friday May 23rd is when the Provisional Ballots (if any) and any UOCAVA ballots received after May 20, 2014 will be processed. The time is 5 pm. Dr. Chambers stated that he has a prior family obligation and will not be present but encouraged other staff members to make every effort to be present.

- ## **VII. Adjournment** – With no other business to discuss, the May 13, 2014 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:00 p.m.

Decatur County Board of Elections and Registration
Special Called Meeting Summary
Friday, May 23, 2014
5:15 pm
Board of Elections Conference Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Monthly Meeting was called to order at 5:15 pm with Vice Chair Wendell Cofer.

Present Board Members:	Vice Chair Wendell Cofer
Democratic Board Appointee:	Beverly Holmes (Not Sworn In)
Present Staff:	Chief Election Official Doris White Clerk of Registration Peggy Richardson Ethics Technician Karen Giles
IT Person:	Roy Reynolds

II. Administrative Notes

Vice Chair Wendell Cofer called the meeting to order at 5:15 p.m. He stated that the meeting had been duly advertised as required by governing laws. Vice Chair Cofer noted that a quorum was not present as he was the only active board member present along with an inactive board member, Beverly Holmes. The special meeting was called in order to consider two Provisional Ballots so that the Election could be certified as an operation of Georgia Law. Vice Chair Cofer turned the meeting over to Doris White for consideration of the two Provisional Ballots.

III. New Business

- a. The first Provisional Ballot was a ballot voted by Larry Rogers at the Fairgrounds during early voting. Mr. Rogers indicated that he was an active registered voter but he could not be located on the Voter List so he was instructed to vote a Provisional Ballot. After researching Mr. Rogers voting history it was discovered that he was purged 3/31/2011 due to no action for two general elections. Therefore, Mr. Rogers is a non-registered voter and his Provisional Ballot cannot be considered and will be stored unopened and uncounted. Mr. Rogers will be notified by mail of the decision and he will receive information to reactive his voting status.
- b. The second Provisional Ballot was a ballot cast by Allison Knight in the Climax precinct. Ms. Knight did not possess voter identification so she was allowed to cast a Provisional Ballot. She was informed that she had three days, as required by Georgia Law, to bring her voter identification to the Elections Office in order for her ballot to be counted. Peggy spoke to Ms. Knight by telephone on Thursday, May 22nd to remind her of the requirement and she said she would be in the office by 5 pm on Friday. Ms. Knight did not bring in her identification by the allotted time; therefore her ballot will remain sealed and uncounted due to no voter identification. There were no other Provisional Ballots to be considered.
- c. Vice-Chair Cofer inquired if there were any other business to be conducted in order to certify the Election. Doris White noted that a zero tape had been run and that a Final Summary had to be run and reports printed. The official paperwork will be transported to Colquitt next Tuesday for final transport to Atlanta.

- d. By way of Administrative Notes, Vice-Chair Cofer noted that on May 22, 2014 the Board of Elections was notified by Ted Snell that he requested a recount in the County Commission race for District 4. This recount will be conducted the week of May 26 – May 30th at a time convenient for Board of Elections members and Mr. Snell to be present.

IV. Adjournment – With no other business to discuss, the May 23, 2014 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 5:19 p.m.

Decatur County Board of Elections and Registration Meeting Summary

Tuesday, June 10, 2014

6:30 pm

Decatur County Administrative Office 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 Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chairman Wendell Cofer
Willie Lamb, Jr.
Beverly Holmes
Keith Sellers

Present Staff:

Chief Election Official Doris White
Clerk of Voter Registration Peggy Richardson

II. Administrative Notes

Chairman Dr. 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—April 8, 2014
The minutes of the April 8, 2014, Regular Monthly Meeting—Wendell Cofer made a motion to approve the minutes and Willie Lamb, Jr. seconded the motion. All present voted to approve the motion unanimously.
- b. Special Called Meeting—May 13, 2014
Dr. Chambers stated that a quorum was not present at the May 13th meeting, so the minutes are unofficial and strictly for information purposes. Upon request, a copy of the memorandum from Brown Moseley will be emailed to Wendell Cofer.
- c. Special Called Meeting—May 23, 2014
Dr. Chambers stated that a quorum was not present at the May 23rd meeting, so the minutes are unofficial and strictly for information purposes. Dr. Chambers ask for a motion to be made to ratify the actions taken at the May 23rd meeting regarding provisional ballots. Keith Sellers made a motion to ratify the actions taken at the May 23rd meeting. Wendell Cofer seconded the motion. All present voted to approve the motion.

IV. Information/Update Items

a. Ethics Technician Position

Executive Session

Dr. Chambers requested a motion be made to enter into Executive Session for the purpose of discussing the Ethics Technician Position. Wendell Cofer made a motion to enter into Executive Session, and Willie Lamb seconded the motion. All present voted in favor of entering into Executive Session.

Return from Executive Session

The purpose of the Executive Session was to discuss the recently vacated Ethics Technician position. Keith Sellers made a motion to hire Aaron Cofer for the position. Willie Lamb seconded the motion. With the exception of Wendell Cofer who recused himself, all voted in favor of offering the position of Ethics Technician to Aaron Cofer.

b. Budget

A copy of the proposed budget was submitted to the Board. Wendell Cofer and Doris White met with Col. Breedlove to discuss the budget. Wendell stated that the DRE machine was cut. Concerning contract labor, \$26,000 was budgeted. However, we estimate that the remaining elections can be run with approximately \$23,000. The pay for the Board has been increased to \$200 for board members and \$300 for chairman. Workmen's Comp is a new line item added to equalize the rates for each department. There was a brief discussion regarding the telephone and DSL rates.

V. Old Business

There was no old business to discuss.

VI. New Business

Wendell Cofer opened a discussion concerning the slow upload speed of memory cards on election night. There was some discussion about accumulating or using more than one touchscreen to upload memory cards. Wendell requested that the Board consider instructing Roy and staff to commit to whatever needs to be done to speed up the process for the July Run-Off. There was discussion regarding the process of uploading results to the Secretary of State.

We need to increase the speed that we receive the memory cards from the precincts and increase the speed we upload to the state. Staff was instructed to consult with KSU about adding another touchscreen machine for uploads. Picking up the memory cards from the precinct was also discussed. Pollworkers could remain at the precinct to finish packing up and completing paperwork. The Board agreed that someone at the precinct would be a carrier to bring in the memory cards as soon as they are removed from the machines. Also, a laptop could be used to upload results from the back room which would save time going back and forth to the office.

Wendell Cofer made a motion that if KSU, Roy, and Staff determine that a second machine will speed up the process; a second machine will be used for the run-off election to upload memory cards. Willie Lamb seconded the motion. All present voted in favor.

VII. Other

- a. Dr. Chambers announced that at this time he was stepping down as chairman. Wendell has indicated that he will assume the chairmanship for the last six months. With no objections, the gavel was handed over to Wendell. Willie Lamb was appointed Vice-Chairman.
- b. The next meeting dates will be July 15th, 22nd, and 25th.

VIII. Adjournment

With no other business to discuss the June 10, 2014, Regular Monthly Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:20 p.m.

Decatur County Board of Elections and Registration Meeting Summary

Wednesday, July 9, 2014

6:30 pm

Decatur County Administrative Office 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 Dr. Ray Chambers presiding in the absence of Chairman Wendell Cofer

Present Board Members:

Chairman Wendell Cofer (6:55 P.M.)
Dr. Ray Chambers
Beverly Holmes
Keith Sellers

Present Staff:

Chief Election Official Doris White
Clerk of Voter Registration Peggy Richardson

II. Administrative Notes

Dr. 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—June 10, 2014

The minutes of the June 10, 2014, Regular Monthly Meeting—Keith Sellers made a motion to approve the minutes and Beverly Holmes seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

a. Memory Cards Upload on Election Night

Peggy Richardson reported to the Board that she had spoken to KSU regarding the connection of more than one touchscreen to the GEMS server to upload the memory cards on election night. KSU stated that it is possible to connect more than one touchscreen. Roy Reynolds has been notified and will determine if any additional connectors need to be purchased.

Doris White stated that she recommended that the pollworkers continue to bring in the memory cards rather than have the memory cards picked up by someone and brought into the office for upload. She stated that she thought this would be problematic to the pollworkers when they are trying to run the tapes.

Beverly Holmes expressed her concern about the slow reporting time for Decatur County. Staff clarified that as soon as the first set of memory cards are uploaded, a report is sent to the state as required. Keith Sellers stated that most of the delay is on the part of receiving the memory cards from the polls.

Peggy Richardson stated that one precinct reported that a person was attempting to read the tapes from the touchscreen as the tapes were printing. This same person went to another precinct and was picking the tapes up off the table before the pollworkers had a chance to sign the tapes.

Keith Sellers emphasized the fact that this is a huge problem and observers should not interfere. The tapes will be made available to the public once they are processed and displayed on the door of the precinct.

Dr. Chambers suggested that a policy or a directive to protect pollworkers from interference. He will work on drafting a document.

b. **Budget Update**

The budget has been adopted by the commissioners. However, a copy of the budget has not been distributed to the departments.

c. **State Election Board Case Update**

Doris White reported that Brown Moseley has contacted Election Board member Rusty Simpson. Mr. Simpson stated that he would attempt to present the case on the next agenda. There will be a special called meeting on August 12th; however, the case is not on the agenda. Mrs. White sent Mr. Simpson an email on behalf of the board and staff to thank him for his continued interest in this case.

V. **New Business**

a. **Ratify the Purchase of Two Printers**

Chairman Wendell Cofer joined the meeting at 6:55 PM. and assumed chairmanship.

Doris White presented an invoice for \$418.74 for the purchase of two printers. Ray Chambers made a motion to ratify the purchase of two printers. Keith Sellers seconded the motion. All present voted unanimously to approve the motion.

VI. **Other Business**

There were no other business to discuss.

VII. **Executive Session**

Enter into Executive Session

Chairman Cofer requested a motion be made to enter into Executive Session for the purpose of discussing personnel issues. Dr. Chambers made a motion to enter into Executive Session to discuss personnel issues, and Keith Sellers seconded the motion. All present voted in favor of entering into Executive Session.

Return from Executive Session

At 7:12 P.M. the Board returned from Executive Session. Chairman Cofer stated the purpose of the Executive Session was to only discuss personnel issues and no decisions were made during the session.

Chairman Cofer requested a motion be made concerning memory cards left in the touchscreen units. Dr. Chambers made a motion that the chair discuss the matter with the individual and attempt to make a resolution that is satisfactory. Keith Sellers seconded the motion. All present voted unanimously to approve the motion.

Chairman Cofer requested a motion to be made to address the other problem. Dr. Chambers made a motion that the staff talk to the employee to correct the problem. Keith Sellers seconded the motion. All present voted unanimously to approve the motion.

VIII. Adjournment

With no other business to discuss, the July 9, 2014, Regular Monthly Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:20 p.m.

Decatur County Board of Elections and Voter Registration Meeting Summary

Tuesday, August 12, 2014

6:32 pm

Decatur County Administrative Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Voter Registration Regular Monthly Meeting was called to order at 6:32 pm.

Present Board Members: All are present

Present Staff: All are present

II. Administrative Notes

Chairman 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.

III. Approve Minutes

a. Regular Monthly Meeting- July 9, 2014

The minutes of July 9, 2014, Regular Monthly Meeting Willie Lamb made a motion to approve the minutes and Dr. Ray Chambers seconded the motion. All present voted to approve the motion unanimously.

IV. Old Business

a. Policy to Protect Poll Workers From Interference

Someone was alleged to have attempted to read the tapes while they were being printed and/or pick up the tapes while they were on the table prior to being signed by poll workers. The minutes reflected that they were going to have a draft copy of a non-interfering policy.

Dr. Chambers stated that the author of the draft copy has been in France and suggested to post pone getting the copy until another time.

Chairmen Cofer requested to vote on whether to table the said draft because of the author being in France. The motion was carried and the draft was tabled until such time.

V. New Business

a. Appointment of a Board Secretary

With staff being severely depleted and having the issues of needing regular routine minutes the board needs to appoint a secretary to take minutes and reduce them to a transcript. Dr. Chambers suggested that Beverly be appointed secretary. Beverly requested time to think about whether or not she wanted to agree with that idea. Chairman Cofer informed everyone that until a decision is made about an appointed secretary that someone from his office would transcribe until further notice.

b. Resignation of Clerk and Voter Registration

Everyone was emailed a copy of Peggy Richardson's resignation letter which caught everyone completely off guard. Peggy Richardson was a hard worker and learned the system quickly. In a personal conversation with Chairman Wendell E. Cofer, she indicated that the work hours and stress of the position in and of itself contributed greatly to her decision. Peggy Richardson was wished all the luck and best wishes for the future.

c. Applicants for Clerk and Voter Registration

Chairman Wendell Cofer directed that they adopt a procedure for reviewing applications for registration. He also advised them to establish a schedule for interviews, etc. Chairman Wendell Cofer indicated that they could go into an executive session and do a preliminary discussion of personnel that have applied and set some dates and times and come back and adopt all that into a proper motion.

Chairman Cofer stated that they now needed to be thinking about amending the agenda to establish a new number seven for executive session to the personnel so that they could discuss the individuals briefly in that session. Ray Chambers made a motion to that effect that was stated by Keith Sellars. All present voted to approve the motion.

Chairman Cofer wanted to give everyone sufficient enough time to read and review the candidate applications and asked if Tuesday, August 19, 2014 was enough time for them to finish. Chairman Cofer also questioned if everyone would be able to meet on Tuesday, August 19, 2014 as well to discuss the candidates individually and establish an interview list. All agreed and it was established that everyone will have read all of the applications and be prepared select the top five candidates out of thirteen for interviews. Chairman Cofer also advised that they needed to select an interview date which he suggested to be August 26 and maybe August 27, 2014 if two sessions of interviews are necessary. Beverly interjected that on August 25 that she was having surgery and would not be able to attend the interviews. Chairman Cofer then suggested that they could schedule the interview for August 20, 2014 and August 21, 2014. Willie stated that Wednesday, August 20, 2014 would not be suitable for him due to his bible study on Wednesdays, but he would be able to meet on Thursday, August 21, 2014. All others agreed that Thursday, August 21, 2014 at 6:30 pm was an acceptable date and time to meet for the first set of interviews. September 2, 2014 at 6:30 pm was established as the date and time to meet for the second set of interviews.

Chairman Cofer decided that on the next Board Meeting, which is September 9, 2014 that the candidates would be narrowed down to two people (or three at most) and then go into executive session, rank the candidates as number one and number two, and offer the job

to number one. If the candidate ranked number one declines the offer the job will be handed to number two.

Chairman Cofer next began to discuss starting salary for the new employee. When Peggy Richardson was working she was paid \$15.58 per hour, which is the maximum payment for that position. Pay will be determined depending on who the candidate is and what is determined best by the board.

Doris White expressed that the starting level for Gwinnett County was \$24,746 a year. Chairman Cofer and Dr. Chambers agreed that was a low pay being that this job is in the North. Chairman Cofer also informed that being paid \$15.58 per hour would be \$32,000.

Chairman Cofer informed everyone that the person being hired was not just filling the position as Clerk of Voter Registration and that Doris was doing a great job. Chairman Cofer stated that they needed to hire someone that could move up two to four years from now when Doris decides that it's time to retire. Chairman Cofer again stated that they were not hiring a clerk, but was hiring a future Chief Elections Official.

Chairman Cofer stated that one ability that is desired to fill the new position was good public speaking skills. Another skill that is needed is extensive computer knowledge. The new employee also needs to know how to supervise poll workers.

d. Leak at Chamber One Fair Grounds

By way of note Doris White Called Chairman Wendell Cofer in the middle of the rescue to tell him that we were last on the list to get Chamber One's leak fixed. Chairman Wendell Cofer did not have chance to go by there today, but said he would try and make every effort tomorrow. Doris White will update the board as to what she found and saw and that discussion will take place from there.

Doris White stated that the leak had been worked on before. It can be observed that there are two holes approximately two or four inches wide and eight inches long where the water is pouring in. Doris White had put a plastic box under it, and Anthony came by yesterday morning and told Doris that it was a good thing that she put the box there because it was full of water.

Chairman Cofer stated that he believed that a new roof would be required at some point, but knew that this would be a very arduous task. Chairman Wendell Cofer believed that one problem was that the ease was built too short. He stated the sockets are too short and that it is allowing moisture and rain to get in underneath. Chairman Wendell Cofer acknowledged that he didn't know for sure about this, but that was what he was told. Chairman Wendell Cofer estimated that the cost of job would be \$5,000.00 to \$10,000.00 or possibly even more. Chairman Cofer stated that he would, with the board's permission, reiterate the concern, prior to the November election and see if there are any options and report back if that is the board's consensus.

Dr. Chambers stated that in the budget (Final copy still to be received) shows that it was proposed and may even have been approved for \$9,000.00 of indirect costs which would come close to covering repairs. Dr. Chambers also questioned if there was a limit before bidding must be undertaken.

Chairman Cofer stated that it would be \$10,000.00 dollars for the commissioner's approval, and that it is preferred to do as many cases as possible.

Dr. Chambers suggested to go ahead and begin the bidding process as long as Col. Breedlove didn't object.

Chairman Wendell Cofer agreed and stated that (with Board Permission) he would communicate again to Col. Breedlove and secure permission to begin the bidding process to repair the roof. Chambers made a motion to approve the bidding process and Willie Lamb seconded the motion.

Beverly questioned hypothetically about what would happen if the cost of the roof would go over \$9,000.00. Chairman Wendell Cofer stated that he believed that there would be enough of money to cover, and that the estimated price of the roof was an accurate figure. It should be noted that labor probably would not need compensation, but would be provided by inmates therefore making materials the only thing that needed to be paid for.

Dr. Chambers wanted to know what the point of bidding was if no company was asked to come in and at least supervise the inmates who may be working on this. Dr. Chambers also wanted to know would a company be called in for a consultation. His concern was regarding a consultation fee.

Chairman Cofer recognized that they could bring in consultants to inform them of the type of roof they needed to construct, and then it would be decided if their work crew was capable of doing that job or not.

Chairman Wendell Cofer informed every one of the probability of two possible bids; one for consultation to review the construction of that roof and recommend what needed to be done. After the bidding process is come in and the alternatives are analyzed then it might need to be bid for the actual work.

Chairman Cofer stated that he would update the board as quickly as he could regarding the above information. All present voted to approve the motion unanimously.

VI. Other Business

There was no other business to discuss

VII. Executive Session

Enter Into Executive Session

Chairman Cofer requested a motion be made to enter into Executive Session for the purpose of discussing the part time position that they have. Keith Sellars made the motion. Dr. Chambers seconded the motion. All present voted in favor of entering into Executive Session.

Return from Executive Session

At 7:10 P.M the Board returned from Executive Session. Chairman Cofer made note that no official decisions were made during the Executive Session. The Board is still in quorum. The part time position was discussed but no action was taken.

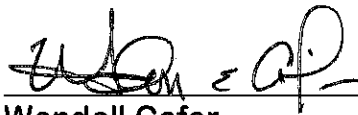
VIII. Adjournment

With no other business to discuss, the August 12, 2014, Regular Monthly Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:13 P.M.

**DECATUR COUNTY
BOARD OF ELECTIONS AND REGISTRATION
EXECUTIVE SESSION
TUESDAY, AUGUST 12, 2014**

During the regular Board of Elections and Registration Meeting on Tuesday, August 12, 2014, the Board went into Executive Session to discuss personnel.

No action was taken.

A handwritten signature in black ink, appearing to read "Wendell Cofer", written over a horizontal line.

Wendell Cofer
Chairman

Decatur County Board of Elections and Voter Registration Meeting Summary

Tuesday, September 9, 2014

6:31 pm

Decatur County Administrative Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Voter Registration Regular Monthly Meeting was called to order at 6:31 pm

Present Board Members: All Present with the exception Vice Chairman Willy Lamb

Present Staff: All Present

II. Administrative Notes

Chairman Wendell Cofer called the meeting to order at 6:31 P.M. and stated that the meeting had been duly advertised as required by governing laws and that a quorum was present.

III. Approve Minutes

a. Regular Monthly Meeting- August 12, 2014

The secretary that will type the minutes had immediate surgery five weeks ago just after the August 12 meeting. She is back for half days and has assured Chairman Cofer that she will begin to work on the transcript from the last meeting as well as this one.

Chairman Cofer stated that he would soon email everyone the minutes approximately a week or so and set them for approval in the October meeting.

IV. Old Business

a. Policy to Protect Poll Workers From Interference

Dr. Ray Chambers was asked by Chairman Cofer to direct any comments and answer any questions regarding the policy to protect poll workers from interference.

Dr. Chambers stated that there were some typos that needed to be corrected in the policy: In the first paragraph on the last line there needs to be a coma. In the second paragraph, on the next to last line where it says "otherwise contests the instruction..." the supervisor should have an "r" on it.

Dr. Chambers pointed out that there are technically three policies in the statement:

1. The assurance that we want to do the proper and expeditious conduct of elections

2. This is to be done in public
3. The interference that has been observed with the closing of the polls

Chairmen Cofer stated that he has read the policy and stated that he thinks that it does a very good job covering the issue that was discussed. Chairmen Cofer added that he was actually prepared to adopt it, but he also wanted to ask if they needed to advertise the policy and if so by what method.

Beverly suggested that the policies be posted in each precinct so that no one can claim ignorance. Chairmen Cofer and Dr. Chambers agreed.

Dr. Chambers informed that there is now three separate issues one being the policy itself and the other two are removed if the policy is rejected. Dr. Chambers then made a motion to adopt the policy. Sellars seconded that motion. All present voted to approve the motion and the policy was carried and adopted.

Dr. Chambers also brought up the point of publicity. Chairman Cofer suggested not to put it in the Post Searchlight, but to simply adopt the policy, laminate it, and tape it on the wall of every precinct in November.

Dr. Chambers motioned to enlarging the policy so that it's more readable, and laminating it and posting it in each of the precincts. Beverly Holmes seconded the motion.

Sellars added that a letter head should be incorporated to the policy. Beverly Holmes seconded the motion. All present voted to approve the motion

All present voted in favor of posting the policy as described above, and the motion was carried unanimously.

b. Budget Update

Everyone was given a copy of the budget. There should be at least 92 % remaining, and 93% is what the board has available.

c. Board Appointment Secretary

Beverly Holmes agreed to become secretary.

d. Leak at Chamber One

The two work crews have been busy with the leak at the Court House and the EMS building on Airport Road. Therefore not much has been accomplished there.

V. New Business

There was not New Business to discuss.

VI. Other Business

Dorris White stated that she was aware of a fraudulent scheme of registry voters and calls were submitted for Jacksontown Road, and there were not four digit numbers on Jackson town Road. This is due to the forgery of people's names.

Dorris also discussed Voter Registration ID cards and explained that the Voter ID cards were only to be used to vote. They are not an official state Voter I.D.

VII. Executive Session

Enter Into Executive Session

Chairman Cofer requested a motion be made to enter into Executive Session for the purpose of personnel issues. Dr. Chambers made a motion to enter into Executive Session to discuss personnel issues, and Sellars seconded the motion. All present voted in favor of entering into Executive Session at 6:47 P.M.

Return from Executive Session

At 7:12 P.M. the meeting re-adjoined. Chairman Cofer certified that two actions were taken in the Executive Session:

1. Two final candidates were selected for consideration for the Clerk of Voter Registration
2. The Board came to a consensus to conduct a background investigation on those two candidates which will be done in a new meeting set for Tuesday, September 16, 2014 to make a final selection.

VIII. Adjournment

With no other business to discuss, the September 9, 2014, Regular Monthly Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:20 P.M.

**Decatur County Board of Elections and Voter Registration
Meeting Summary
Tuesday, October 14, 2014
6:31 p.m.
Decatur County Administrative Office Meeting Room**

I. Call to Order

The Decatur County Board of Elections and Voter Registration Regular Monthly Meeting was called to order at 6:31 p.m.

Board Members Present: All Present

Staff Present: All Present

II. Administrative Notes

Chairman Wendell E. Cofer called the meeting to order at 6:31 p.m. and noted that the meeting had been duly advertised as required by governing laws and that all Board and Staff Members were present. Chairman Cofer additionally noted that a quorum was present.

III. Approval of Minutes

Minutes for the August 12, 2014, and September 9, 2014, Regular Monthly Meetings:

Chairman Cofer stated that the minutes had been emailed to Members earlier that day and that several Board Members had impressed him by printing them. The minutes of the August 12, 2014, and September 9, 2014, Regular Monthly Meetings were each respectfully approved with Dr. Chambers making a motion to approve and Keith Sellers offering to second the motion for each set of minutes. All were in favor, thus, the minutes of each meeting were unanimously approved.

IV. Old Business

Chairman Cofer noted that he thought he had dictated the minutes of the "vote" to hire Mrs. Heard and had not gotten those back, but believed the Board was caught up, with the exception of that one set of minutes.

Budget: Chairman Cofer provided each Member with a Budget through August 31, 2014, and noted that the ideal remaining percent was 83 and that the Board actually had 87%, yielding 4% "to the good" on August 31st. The Board of Commissioners usually closes the Budget out on the third Tuesday of the month and then issues Budget on the following Friday. Therefore, the third Friday of the month is when Members can expect September's Budget. If the Board is desirous, Chairman Cofer stated that he would send Michelle Member email addresses and have the Budget emailed, otherwise, Members would get a copy of the Budget at the next meeting. Board appointments are "dead on". Note 82% for telephone which is slightly over budget. Contract labor - note a big dip. Therefore, from a line item prospective, there are two areas of concern: telephone and contract labor. The telephone can be addressed. Contract labor is going to be an issue if there has to be another election after November. Chairman Cofer stated that he felt as though the Board would be okay if the County could make it with just one election, however, if we end up slipping into a run-off, for any reason, the Board will be in trouble. Chairman Cofer pointed out that the Board would fall back on Colonel Breedlove and the Board of Commissioners' previous assurances. (In the event we go over budget for an election, they will just have to pay it). Any questions, comments or complaints about the budget? None.

Report from Attorney Moseley regarding the SEB Report: Attorney Moseley provided a file to the Board. Dr. Chambers has perused it. I just perused it. It is available for the other Board Members, as well. My total take on it is that we are being ignored. They are wanting us to simply, "go away". They are hoping to accomplish that by the typical bureaucratic nonsense of: I just won't call you back and when I do not, you will have to go away. Chairman Cofer noted that Attorney Moseley planned to continue pushing the issue. Any questions or comments about the SEB Case? None.

V. New Business

New Applications for Poll Workers: Mrs. Doris White noted that there was a need to fill six to seven positions and that she had received applications from several individuals. After some discussion as to the number of workers needed, their qualifications and Budget constraints, a motion was made by Dr. Chambers and seconded by Keith Sellers to hire Ms. Ruby Tripp and Mr. George Johnson as Poll Workers at the present time. All Board Members voted unanimously to accept the aforementioned individuals. Chairman Cofer advised that the Board should "table" the matter of hiring additional Pole Workers until they could go into an Executive Session to discuss sensitive issues.

The Post Searchlight printing Ballots and Paper: It was noted that there is some public irritation caused by the fact that The Post Searchlight does not print the Ballot prior to the election and it was felt by some Members of the Board that The Post Searchlight needed to be encouraged to print the Ballot. It was recommended that Board approve a proposal that the Chairman write a forcefully worded letter to The Post Searchlight to ensure that the Ballot is printed in the Paper, at least, prior to the General Election on November 4, 2014. The motion was seconded by Beverly. With no further discussion, the Board voted unanimously to have the Chairman send a letter to The Post Searchlight.

VI. Other Business

Ms. Beverly stated that Kevin Bouie would like for the Board to consider Sunday voting. It was noted that some larger/more populated Counties in Georgia have begun to approve Sunday voting (Lowndes, Dekalb and other large Counties surrounding Atlanta). Chairman Cofer noted that, with the population of Decatur County in mind, local voters already have twenty-one days to vote plus the General Election day; that is twenty-two days or by mail. Chairman Cofer questioned the advantage to adding Sunday voting and noted existing Budget issues. Ms. Doris pointed out that there is only a small number of citizens who choose Saturday voting. Noting that for many, Saturday is still a business day in this culture. It was recommended that Mr. Bouie be allowed to meet with the Board at a later date for further discussion.

Chairman Cofer noted that Budget (overtime) issues are about to become critical. He pointed that some of the Poll Workers would be pushed past forty hours and that would bring up "time and a half", as well as, the Affordable Care Act. Anything past twenty-nine hours in a sixteen week period, can trigger the Affordable Care Act's requirement that employees be provided County insurance. Other Departments have cut their part-time employees back to less than twenty-nine hours.

Roof: Colonel Breedlove and Chairman Cofer have talked noting the County has several "roof" projects and Colonel Breedlove has requested that Chairman Cofer work with Mack McCoy, Ward McCoy and his employees to develop a cost analysis of reroofing that building (Chamber One) so that he can include the cost in an overall roofing project analysis for the Board of Commissioners to consider. Chairman Cofer plans to meet this week with Lt. and Mack and attempt to come up with a preliminary (using inmate labor) cost analysis for replacing that roof and submit it to Colonel Breedlove because we have one at the Courthouse and one at the Courthouse Annex that are coming up for a total rehabilitation and they are trying to get all of the documentation together.

VII. Executive Session

Enter Into Executive Session

Chairman Cofer next proposed a change to the Agenda to add an Executive Session to the meeting to discuss Poll Workers and to give an update on Ms. Walton. There was a motion, a second and all voted to move into executive session at 6:49 pm.

Return from Executive Session

The time is now, 6:59 pm, October 14, 2014. The Board has reconvened. During the Executive Session, we discussed the contract employment status of Sylvia Reid, applicant for Poll Worker. The Board came to a consensus so we are going to need a motion. The motion is: Do we employ Sylvia Reid under close supervision after training with staff and Board Members to work as a Poll Worker in a limited capacity on November 4, 2014? Do I have anybody to move? Dr. Chambers moves. Is there a second? Second by Willie. Any further discussion? Hearing

none. All in favor, say I. The vote is 4-0, with an abstention. Is there any other business for us to conduct? Mrs. Doris noted one more thing. She informed everyone that Brown Moseley let her know that the Commissioners did vote this morning for someone to come on the Board to replace Dr. Chambers on January 1, 2015. The replacement will be Gina Burke, a teacher at Bainbridge High School.

VIII. Adjournment

With no further business to discuss, the October 14, 2015, Regular Monthly Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:01 pm.

Decatur County Board of Elections and Registration

Decatur County Board of Elections Meeting Room

122 W. Water St.

Bainbridge, GA 39819

November 6, 2014

Call To Order

The monthly meeting of the Decatur County Board of Elections and Registration was called to order by Chairman Wendell Cofer. The sole purpose of the meeting was to review the provisional ballots.

Board Members present:

Cofer, Wendell (Chairman)

Holmes, Beverly W.

Staff Present:

White, Doris (Chief Election Official)

Heard, Carol (Clerk of Voter Registration)

New Business

After the stated facts and follow-up information was presented to the Board members by White and Heard on the circumstances of the provisional ballots cast on Election Day, Nov. 4, the Board members voted to accept the following provisional ballots:

Rita Vazquez of Bainbridge, Jeffery Knight of Bainbridge, Beverly Reed of Bainbridge, Brenda Knight of Bainbridge and Tina Cunningham of Climax.

The Board members voted to reject the following provisional ballots:

- Candace Williams Joiner, who the Board concluded was not registered to vote in Decatur County;
- Caroiya Williams, who the Board concluded was not registered to vote in Decatur County;
- Brittny T. Pope, who the Board concluded was not registered to vote in Decatur County;
- David L. Brock, who the Board could not find sufficient information that he was registered to vote in Decatur County; and
- Donnis Bates, who the Board concluded his voting status was cancelled for no activity for the previous two general election cycles.

The Board members instructed staff to write letters informing each of those casting provisional votes how the Board voted on their ballots.

The meeting was adjourned.

**Decatur County Board of Elections and Voter Registration
Meeting Summary
Tuesday, December 16, 2014
6:30 P.M.
Decatur County Administrative Building**

I. Call to Order

The Decatur County Board of Elections and Voter Registration Regular Monthly Meeting was called to order at 6:30 P.M.

Present Board Members:

Dr. Ray Chambers
Wendell Cofer
Willie Lamb
Keith Sellars
Gina Burke (Newly Appointed Member as a guest)

Present Staff:

Doris White
Carol Heard

II. Administrative Notes

Chairman Wendell Cofer 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.

III. Approve Minutes

- a. **October 14th, 2014 Regular Meeting (tabled)**
- b. **November 7, 2014 Special Meeting (Provisional Ballots & Certifying Election) (tabled)**

IV. Old Business

- a. **Budget Discussion and Copier**

The current copier is very old and malfunctioning. Dr. Chambers moved to transfer funds for a Technical Premier Line Item to Office Equipment to fund a new copier. Keith Sellars seconded the motion. All voted in favor of the motion. A general discussion was had about replacing it.

V. New Business

- a. **Chair for Carol's Office**

A chair was discussed for Carol and tabled. The Board received quotes for \$256.00 from Office Depot, and another chair for \$296.99 which was also from Office Depot. More information was presented from Carol in the form of internet browsing but they were not needed.

b. **Voter Education**

Carol presented a booklet on voting procedures that she wanted to print & distribute. A general discussion was held about the pros and cons. Dr. Chambers made a motion to print. Willie Lamb seconded the motion. Dr. Chambers and Lamb voted in favor of the motion. Wendell Cofer and Sellers voted against the motion. The motion died.

BOE/ FB page was created as an information tool. The Board voted in general in favor of the page but was concerned about the comments and replies. Keith Sellars moved to publish the FB page but restrict the comments. Willie Lamb seconded the motion. Cofer, Sellars, Lamb, and Chambers voted in favor of the motion.

c. **Intergovernmental Agreements with four Municipalities**

The Intergovernmental Government Agreement for Municipal Elections needs to be updated. Dr. Chambers moved to proceed with an update by the staff for new Memorandums of Understanding in draft form. Keith Sellars seconded the update. All voted in in favor of the update.

VI. Other Business

A general discussion was held on voter turnout vs. voter roll increase.

Dr. Chamber advised the board that his term was ending, and he asked that he not be reappointed. A discussion was also held about a chairman for 2015 to finish Dr. Chambers' term. The matter was tabled until the first meeting in 2015.

VII. Executive Session

Dr. Chambers moved to go into executive discussion and Keith Sellars seconded the motion. No action was taken; certificate filed

VIII. Adjournment

UPCOMING EVENTS:

JANUARY 26-29, 2015- Carol and Roy in Macon for Technical Training from KSU.
(This will complete Carol's certification)