

Decatur County Board of Elections and Registration
Board of Elections Courthouse Annex Meeting Room
122 W. Water St.
Bainbridge, GA 39817
October 10, 2017

Call To Order

Administrative Notes

The monthly meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Wendell Cofer at 6:33 p.m. and stated that the meeting had been duly advertised in the newspaper and on the appropriate buildings properly identifying meeting date, time and location as required by governing laws.

Public Participation: None

Board Members present:

Board Chairman Wendell Cofer

Board Vice Chairman Willie Lamb Jr.

Board Member Beverly Holmes

Board Member Gina Burke

Board Member Keith Sellars

Staff present:

Carol P. Heard, Chief Elections Official

Linda Walton, Clerk of Voter Registration

Office staffer Margaret Bryant

Poll workers Melbah Andrews, Billy Ward and Edith Miller.

Approve Minutes

Board Member Keith Sellars made a motion to accept the minutes from the Sept. 12, 2017, meeting, and Board Member Willie Lamb seconded the motion. Motion passed unanimously.

Budget

Chief Elections Official Carol Heard said at this point in the year the ideal remaining percentage is 73, and the Elections budget is 83 percent. She said a laptop computer has been ordered. The Elections Office has three laptops and all are used during advance voting. A fourth will be used as a back-up. It will cost about \$700.

Old Business

A. Consideration of mission statement, core values.

1. Board Member Beverly Holmes said it is good to have a mission statement in place. Chairman Wendell Cofer said the mission statement and core values help the Board put into writing what its primary purpose is. He said it would help our poll workers to help them understand what the Board desires from them. Board Member Beverly made a motion to accept the mission statement and core values as presented. Board Member Willie Lamb

seconded the motion. Motion passed unanimously. Chairman Cofer noted that sometimes mission statements are written and then put into a drawer. He said if the Board and its employees don't "live it," we don't need to have it. He recommended that we find ways to buy into it. It is now part of the employee agreement that all poll workers must sign.

B. Special Election on Nov. 7.

- a. **Early tabulation.** Chief Elections Official Carol Heard asked if the Board would like to conduct early tabulation. Chairman Cofer said he didn't see a need for early tabulation.
- b. **Poll Worker assignments, food, etc.** CEO Heard said all the poll workers have been trained and assignments have been made for Election Day. Heard said Boyd's Barbecue has worked out well for lunches on Election Day and that he will work with the Board again on those lunches. On Election night, CEO Heard said Board members' assignments are pretty much the same and they should be at the office around 6:30 p.m. on Nov. 7.

New Business

A. 20 DRE voting machines from Brooks County.

Chief Elections Official Heard said KSU has certified the machines and she will pick them up the following day.

B. Upgrades to Fairgrounds building and budget impacts.

- a. **Budget impacts; reroof building, cement the front entrance, upgrades to doors and locks, harden storage room for DREs with separate alarm and storage racks with electrical connections.** Chairman Cofer said the Board needs to start thinking about upgrading the Fairgrounds polling location for both as an advance voting location and to store equipment. It needs a new roof, an upgrade on the doors, better parking and entrances. Cofer said he would like the board members to start thinking about what they would like to see in upgrading the building. Cofer asked if there is some money in the building and grounds line item, which is at \$1,500 currently, to harden the doors with deadbolts. CEO Heard said what was added in that line item was a water heater for the Annex.
- b. **Discussion on storing all DREs at Fairgrounds.** CEO Heard said state rules require that DREs be stored in a climate controlled room that is under a security system, which it is. However, because of the nature of the building, there are about 10 codes in the alarm that are valid. Heard suggested a separate alarm for the back room and combining the two back rooms into one.

Board Member Keith Sellars suggested that a separate climate control unit could be added to just that room and avoid running the air-conditioner for the whole building.

Chairman Cofer said he wants to evaluate the building for storing the DREs for short-term and then long-term. Short term, Cofer wants to redo the doors as soon as next week. CEO Heard said she will start the next day getting the keys to the backroom at the Fairgrounds off the key rings used by poll managers. In the long term, Sellars and Cofer agreed that the backroom needs to have a separate alarm for better control, control where only the Chief Elections Official and the Clerk of Voter Registration have a key and alarm code for rooms where the DREs are stored.

- c. **Discussion on suggestions for Courthouse Annex changes.** CEO Heard said she added this item because if the DREs are moved from the Annex to the Fairgrounds, the file cabinets,

the wooden cabinets and GEMS in the conference room could be moved into the room where the DREs are kept now. Also, the wooden racks and electrical connections could be moved to the Fairgrounds and the back room could be bigger with more room for file cabinets and as a break room.

Adjournment -- The meeting adjourned at 6:59 p.m.