**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**September 11, 2018**

**Call To Order**

**Administrative Notes and Announcements**

The regular meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Willie Lamb Jr. at 6:37 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. Board Member Dan Provence was sworn in by Judge Edwin “Chip” Perry as a Republican Party Chairman’s appointee.

**Public Participation**: None

**Board Members present: Staff present:**

Board Chairman Willie Lamb Jr. Carol P. Heard, Chief Elections Official

Board Vice Chairman Keith Sellars

Board Member Gina Burke Office staff Margaret Bryant and Carla Robinson

Board Member Beverly Holmes Guest: Poll workers Suzan Yates, Kourtney Anderson,

Board Member Dan Provence Billy Ward, LaShawn Close and Melbah Andrews

**Approve Minutes**

Board Member Gina Burke made a motion to accept the minutes from the Aug. 14, 2018, regular meeting and the minutes from the Aug. 30, 2018, special called meeting. Board Member Beverly Holmes seconded the motion. Motion passed unanimously.

**Budget**

Chairman Lamb said the current budget is at 81 percent remaining, and the ideal percentage remaining is 82. CEO Heard said IT Manager Roy Reynolds recommended a new computer for the Clerk of Voter Registration. She said the percentage of the budget will continue to be lower than ideal remaining as the General Election approaches. That will hopefully begin to even out as the fiscal year progresses. Board Member Gina Burke asked what the Liability/Property/Vehicle line item is. CEO Heard wasn’t exactly sure as that is something the county administration pays for, but thinks it is a one-time yearly payment for the Board’s property and liability insurance policies.

**Old Business**

1. **Nov. 6th General Election.**
   1. **Poll worker assignments**

CEO Heard said poll worker assignments have been sent out and training begins next week. Logic and accuracy testing will begin Oct. 1. Older machines that had an issue at one time or another will be tested again to see if they can be returned to voting. Board Member Keith Sellars asked if there is a standard procedure for destroying machines. CEO Heard stated all DREs are state-owned, and she is not sure what will happen when the state legislature takes up any recommendations from the SAFE Commission. Now, all DREs are secured as mandated by law.

1. **Courthouse Annex**

CEO Heard said a plan prior to the election is to move the desk located in the conference room into the front office so advance voters will move through the old District Attorney offices into the conference room instead of jamming up the hallway. Other improvements to the building will be deferred to the study committee headed by Board Member Beverly Holmes after the election.

**Old Business**

1. **Appointment and swearing-in of new Board Member Dan Provence**

Republican Party Chairman appointee Dan Provence was appointed and sworn in by Probate Judge Edwin “Chip” Perry.

1. **Job descriptions of Chief Elections Official and Clerk of Voter Registration**

CEO Heard said the county has hired the Carl Vinson Institute of Government from the University of Georgia to conduct a salary and compensation study. The county administration has requested the two full-time positions be reviewed for detailed job descriptions. Heard said she is doing hers and had drafted a job description for the Clerk of Voter Registration. Board Member Gina Burke asked if there is some time to review the clerk position description. Several board members and CEO Heard said to wait until after the election before seeking to fill the position. Heard said there have been several part-time poll workers who have expressed an interest in working in the office, and that all of them have really stepped up and assisted with fulfilling the functions of the office. Board Member Dan Provence asked where we are looking for in the position. Heard said it would be nice to have a person who at least has or will have had served as a poll worker, and perhaps lives in Decatur County, but she said that is the Board’s decision. Board Member Gina Burke suggested to table the Clerk of Voter Registration job description until after the election. The other board members agreed.

**Executive Session**

Board Member Beverly Holmes requested a closed session. Holmes said she wanted to discuss an issue with the board members before discussing it with the poll workers and CEO Heard. Board Member Keith Sellars asked if it fell under one of the exemptions. CEO Heard said a vote must be taken and the topic, such as personnel or litigation, must be stated. If it is policy, it wasn’t exempt under Georgia law and should be discussed in open meeting. Sellars asked if it affected personnel at all. Holmes said no. Holmes also said it wasn’t disciplinary. Holmes said it was to discuss poll workers. Board Member Keith Sellars moved to go into executive session. Board Member Gina Burke seconded the motion. Motion passed unanimously. The board went into executive session at 7:01 p.m. At approximately 7:20 p.m. after the Board motioned to return to the regular meeting, Board Member Keith made a motion to direct the Chief Elections Official Carol Heard to stress during poll worker training the procedure for issuing provisional ballots and the implications that denying a voter the right to vote could have on our county and board. Also, during that training, Sellars’ statement said we want to implement and discuss possible repercussions if that policy is violated. Board Member Dan Provence seconded the motion. Motion passed unanimously.

**Adjournment --** The meeting adjourned at 7:20 p.m.