**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**December 7, 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 5:37 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 had informed the board in advance that he would be absent.

**Public Participation**: None

**Board Members present: Staff present:**

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

Board Vice Chairman Keith Sellars Office staff Margaret Bryant and Carla Robinson

Board Member Gina Burke Poll workers Suzan Yates, Alcania Brown, Billy Ward,

Board Member Beverly Holmes Melbah Andrews, Emma Sales, Edith Miller.

**Approve Minutes**

Board Member Gina Burke made a motion to accept the minutes from the Nov. 9, 2018, regular meeting. Board Member Keith Sellars seconded the motion. Motion passed unanimously.

**Budget**

Chief Elections Official Carol Heard said the ideal remaining percentage is 57. The current percentage remaining is 55 percent, but it doesn’t account for the Dec. 4 General Election. Heard said she sent an email explaining how the budget may run over in some line items, especially contract labor, food for poll workers and operating expenses. She reported to the board a conversation with County Administrator Alan Thomas that the county understands the situation with the Elections Office and that things may even out by the end of the fiscal year.

Heard suggested on the next budget to separate line items from regular operating expense items, which now includes election-related items, into regular operating items and election-related items. That way, the board and staff will have a better understanding of how much an election costs and to ensure that expenses for regular office operations aren’t mixed with mandatory election-related expenses. Members agreed with that idea.

**Old Business**

1. **Dec. 4th General Runoff Election.**

Chief Elections Official Carol Heard said one absentee ballot was counted that was postmarked on the day of the election but received by Friday, which was a new order by a judge that was mandated by the Secretary of State’s Office. There were 40 provisional ballots as well. Two provisional ballots were rejected, one because she had voted absentee and then wanted to vote a provisional ballot, and the other came to vote but didn’t present a valid form of photo ID. Board Member Gina Burke made a motion to certify the election results, and Board Member Beverly Holmes seconded the motion. Motion passed unanimously.

**New Business**

1. **Review of Clerk of Voter Registration applications.**

Chief Elections Official Carol Heard said the board members have copies of all the applications that have come in so far. Heard suggested to add a deadline on the county’s website as Friday, Dec. 7. Board Member Keith Sellars said the Clerk’s position should get attention from each board member and didn’t want to defer recommendations to just a few board members. He would like the board to pick top candidates and then go from there. Board Member Gina Burke said she would like Chief Elections Official Heard to pick her top candidates since she would be the one working closer with the Clerk. Board Member Beverly Holmes said she would like to go through all the candidates. Sellars said he would like to look through them all. He also suggested that once the board members review each applicant that then CEO Heard could offer her recommendations on who to interview, etc.

1. **Office holiday schedule**

Chief Elections Official Heard said staff had suggested that the office close on Monday, Dec. 31. Since Heard received approval to take some time off during the holidays, the part-time staff is working that time and they didn’t see the need to open on Monday, Dec. 31. Board members said the holiday schedule was OK with them. Heard said the staff would need to post a note on the door notifying the public of the days the Elections Office will be closed.

**Adjournment --** The meeting adjourned at 5:53 p.m.