**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**January 8, 2019**

**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 6:32 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: 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, LaShawn Close, Billy Ward,

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

Board Member Dan Provence Probate Judge Edwin “Chip” Perry

**Approve Minutes**

Board Member Gina Burke made a motion to accept the minutes from the Dec. 8, 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 58. The current percentage remaining is 53 percent.

**Old Business**

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

Chairman Willie Lamb said the next step in the hiring process is to identify the candidates the Board and CEO would like to interview. Board Member Beverly Holmes asked if there is a job description for the Clerk of Voter Registration. CEO Heard said she would like to realign the job duties greatly because part-time staffers Carla Robinson and Margaret Bryant really stepped up after the former clerk left, and it would not be beneficial to have the same duties outlined for the full-time clerk as what the part-timers have learned and are doing daily. Board Member Dan Provence asked if the part-timers’ job would disappear. CEO said they would not; however, a conversation with County Administrator Alan Thomas after the board meeting said he doesn’t see a need for a full-time CEO, full-time clerk and two part-timers.

CEO Heard said she would like to see the clerk’s position evolve into several different realms. For example, having shared responsibility with the CEO to learn the GIS program to ensure all voters are assigned the right combos in order to receive all correct ballots; learning the election computer software to serve as a back-up to the CEO to take the place of IT Manager Roy Reynolds; become much more active and involved in voter registration drives and outreach especially with the new voting equipment. The Board members wanted the CEO to forward them a detailed job description.

Board Members agreed with 15 minutes allotted for each candidate. Board members said to pick the top five. They agreed to have the interview on Tuesday, Jan. 15, beginning at 6:30 p.m. Board Member Beverly Holmes said if board members can submit their recommendations individually, and it was agreed to send them to the CEO.

**New Business**

1. **Swearing-in by Judge Edwin “Chip” Perry of Board Members Willie Lamb Jr., Keith Sellars and Gina Burke.**

The agenda was amended to allow Judge Perry to swear-in Democrat Party Appointee Willie Lamb Jr., Republican Party Appointee Keith Sellars and Board of County Commissioners Appointee Gina Burke prior to any other business.

1. **Elections of Board Chairman and Vice Chairman.**

Board Member Beverly Holmes made a motion to stand as is with Willie Lamb Jr. as chairman and Keith Sellars as vice chairman. Board Member Dan Provence seconded the motion, which passed unanimously.

1. **Review of Elections Infrastructure Outreach Security Checklist by Homeland Security.**

Chief Elections Official Heard said the Homeland Security suggestions would work well with us acquiring the use of the whole building. The list was sent to the county administrator as well. When looking at The Annex, Heard said some of those recommendations could be implemented within next year’s budget. Board Member Keith Sellars said the card entry system and the closed-circuit TV system could take care of perhaps 80 percent of items.

1. **Consideration of Intergovernmental Agreements with the Cities of Bainbridge, Climax and Attapulgus and the Town of Brinson.**

Chief Elections Official Heard said the board will have municipal elections this year. Board Member Gina Burke made a motion to accept the intergovernmental agreements as is and forward them to each municipality. Board Member Keith Sellars seconded the motion. Motion passed unanimously.

1. **Possible attendees for the VRAG and GEOA Conference on March 24-27.**

Board Member Dan Provence said he would like to see the new person attend. He also said he was interested in going. Chairman Willie Lamb said he was interested. Board members Gina Burke and Keith Sellars said they can’t go. Board Member Beverly Holmes said she would have to look at her schedule. She later said she couldn’t attend.

**Adjournment --** The meeting adjourned at 7:30 p.m.