

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, January 12, 2010
6:00 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 6:00 pm with Chairman Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars

Absent Board Members:

Marlon Breedlove

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Chairman Dr. Ray Chambers 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 – December 15, 2009

The minutes of the December 15th Regular Monthly Meeting - Wendell Cofer made a motion to accept the minutes as amended and Keith Sellars seconded the motion. The minutes were unanimously approved.

IV. Old Business

a. Board Policies and Procedures Revisions – Since sole purpose of the meeting is to approve as much as possible on the Policies and Procedures, the rules were suspended.

1. First change – Title was changed from Policies, Procedures and Bylaws to Policies and Procedures – no discussion.
2. Paragraph 1 – changed title – no discussion.
3. Paragraph 3 – addition of E. - Clerk of Voter Registration definition, which necessitates re-lettering of remaining – no discussion.
4. Paragraph 3 – addition of N. – County definition – no discussion.
5. Paragraph 4 – amendment of F. – to add Memoranda of Understanding and any parties – no discussion.
6. Paragraph 5 – B. #4 be brought into line with the law that states the swearing in of the board be done by the Probate Judge not the Superior Court Judge – no discussion.
7. Paragraph 6 – A. – the change to the term of the Board Chair to a 2 year period with an additional term possible. Also, the Chair shall develop an agenda for meetings with the designated office staff member. Discussion – Keith asked it that meant that the Chair could serve two 2 year terms and then be re-elected

Chair after sitting off one term and it was agreed they could. Wendell stated that the reason he suggested this change in the Chair's term was continuity for longer term projects like the precinct renovations.

8. Paragraph 6 – B. and C. – addition of If any after required certifications. C. is further amended to add period after taking of minutes. Discussion took place about not needing for term limit on Secretary's position. Deleted "for a period not to exceed two years".
9. Paragraph 7 – C. – change to "Meetings shall be held at least quarterly in years in which there is no county-wide election". And also removed specificity of day of month meetings are held.
10. Paragraph 8 – B. #5 – added "and/or the Clerk of Voter Registration." This change was made because in the past we have expected this education to be done by the Clerk and want the flexibility to continue to do so.
11. Discussion took place about changes to new Article 9 and it was decided that it would be better to vote on the technical changes proposed up to that point and have a work session of the complete board to consider changes to new Article 9, which deals with staff duties.

Chairman Chambers called the meeting back into regular session. Lisa Reeves made a motion that we vote to adopt the agreed upon changes of Sections 1 – 8 and Wendell Cofer seconded the motion. All approved unanimously. A work session was set for January 20th at Noon at Bainbridge College to discuss Article 9. If needed, another work session will be January 25th at Noon at Bainbridge College and maybe January 26th. The staff was encouraged to look over Article 9 and e-mail Dr. Chambers with anything they would like taken into consideration.

V. Other Business

- a. Erica Hamilton presented a Poll Worker application form she created based on ones she found on the web. Discussion took place about the age of poll workers with Keith Sellars concerned about maturity of teenage poll workers.
- b. Dr. Chambers and Doris White met with three possible contractors for repair and upgrade of precincts. They were Ricky Donalson of Flint River Homes, Gary King of Georgia Builders, and Lewis Mitchell & MNG of MNG Construction. The bids they return will be opened on January 25th at 6:05 p.m.
- c. We have a form that can be revised for us to use when we go into executive session. We have not been contacted about performance reviews for the staff, which will require us to go into executive session.
- d. Lisa Reeves reported about the Albany meeting in December with the Secretary of State's office. Updated board about new Internet training sessions available and new process of getting voter registration forms from Department of Motor Vehicles.
- e. Brian Kemp is the Interim Secretary of State, since Karen Handel has resigned to run for governor.

VI. Adjournment

With no other business to discuss, the January 12, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:42 p.m.

Decatur County Board of Elections and Registration
Special Called Meeting Summary
Monday, January 25, 2010
6:00pm
Decatur County Administrative Offices Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 6:15 pm with Chairman Dr. Ray Chambers presiding.

Present Board Members: Chairman Dr. Ray Chambers
Lisa Reeves
Keith Sellars

Absent Board Members: Vice-Chair Wendell Cofer
Marlon Breedlove

Present Staff: Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

Visitors: Paul Souidi
Carl Rowland

II. Details about Opening Bids for Precinct renovations/upgrades

- a. The first bid was from Georgia Builders for \$115,902.69. The second bid was from Flint River Homes for \$80,900.00. The third bid was from MNG Construction for \$45,305.00. Flint River Homes only had a summary sheet, not the breakdown sheet which is what is needed for the Secretary of State's office grant. Discussion was held concerning the big difference between the bids. Carl Rowland suggested we wait to make a decision until we get more information. It was decided we need to get Lamar Kent and Paul Souidi to look over the lists and see if they look reasonable. Doris White mentioned that MNG Construction said they did a lot of ADA work and could buy in bulk to help cut costs. She also said that Flint River Homes and Georgia Builders had both been out to look at the different precincts but that MNG Construction had not. Carl Rowland asked if any references had been given and Doris stated that references had not been asked for yet from any of the bidders. It was agreed that references needed to be asked for and checked out before a decision was made. Paul Souidi commented that in talking to Lamar Kent, they had figured that the total should run about \$50,000.00, but that references needed to be checked. We also need certified copies of the licenses since we didn't get it for any of them. It was decided to hold off on sending the information to the Secretary of State's office until we get more information and to wait to make our decision about which bid to recommend to the Commissioners.

III. Adjournment

With no other business to discuss, the January 25, 2010 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:35 p.m.

Decatur County Board of Elections and Registration
Special Called Meeting Summary
Monday, February 5, 2010
10:00am
Decatur County Administrative Offices Conference Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 10:04 am with Chairman Dr. Ray Chambers presiding.

Present Board Members: Chairman Dr. Ray Chambers
Lisa Reeves
Vice-Chair Wendell Cofer

Absent Board Members: Keith Sellars
Marlon Breedlove

Present Staff: Chief Election Official (CEO) Doris White

Visitors: Paul Soudi
Lamar Kent
Carl Rowland

II. Regarding bids for renovations/upgrades to precincts

- a. The meeting was to make a decision on which bid to recommend to the Commissioners. Action was taken previously due to questions raised. Dr. Chambers checked as many references as he could. Doris double-checked the figures and the new figures were reported. Georgia Builders bid was for \$115,903.69, but should have been \$110,417.83. Flint River Homes was accurate at \$80,900.00. MNG Construction was originally \$45,305.00, but should have been \$45,550.00. The only company that gave correct phone numbers for references was Flint River Homes, but Dr. Chambers managed to look up and find all of them but one. He questioned their attention to details. Keith Sellars talked to MNG Construction and was satisfied with their responses. All the references were positive with only Flint River Homes receiving glowing references. All three bidders have done the kind of work that we are needing to be done. All were considered professional and courteous. All appear to be capable. Lamar Kent and Paul Soudi have looked at the figures and are confident that MNG Construction can do the work with decent materials for the bid price. Carl Rowland asked if any of the bidders have given payment terms and was informed that no, they had not. Discussion was held concerning licensing details, especially MNG Construction. All are in compliance with their licensing now. The only bidder that gave an amount that included the gate at the Fairgrounds was Flint River Homes, but Carl Rowland stated that changes were being made to the fences and might not be needed. Dr. Chambers and Doris White are going to check with Tom Patton concerning the gate. Wendell Cofer put forward a motion that MNG Construction be given the contract and Lisa Reeves seconded. All approved the decision unanimously. We agreed to go ahead and fax the information to the

Secretary of State's office. The next step would be to present it to the County Commissioners and then the County would contact MNG Construction and handle the contract and details.

III. Adjournment

With no other business to discuss, the February 5, 2010 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 10:24 a.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, February 9, 2010
6:00 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 6:00 pm with Chairman Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars

Absent Board Members:

Marlon Breedlove

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Chairman Dr. Ray Chambers 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 – January 12, 2010

The minutes of the January 12th Regular Monthly Meeting, January 25, 2010 Special Meeting, and February 5, 2010 Special Meeting - Wendell Cofer made a motion to accept the minutes from the three meetings as amended and Keith Sellars seconded the motion. The minutes were unanimously approved.

IV. Old Business

- a. Staff Report – The only thing Dr. Chambers wanted to point out was that the date for Ethics documents for candidates needs to be changed. Wendell Cofer questioned the need for a Staff Report. Doris White pointed out that she could go back to a monthly report versus quarterly. Dr. Chambers stated the reason for the reports were for public record. Doris said she had to prepare one monthly for the County offices anyway and it would be easier for her. Lisa Reeves pointed out that the reports give us information we use when justifying asking for more money in the budget. Keith Sellars stated that he feels we should at least go back to quarterly, if we need to do them at all. In the interest of saving paper and being “green”, it was agreed that we would just do a copy for the office and an e-mailed copy to the Board.
- b. Board Policies and Procedures Revisions – Wendell Cofer made a motion to accept the current copy of the Policies as written and Keith Sellars seconded the motion. Discussion took place about the start date of the Chairmanship position. Since the board was started in the middle of the year, this puts a possible new Chairman coming to office in the middle of the new budget cycle. Dr. Chambers suggested that the policies for section VI. A. should read that the Chair should take office on January 1st of the appropriate year. Wendell brought up changing section B for Vice-Chair to eliminate the section that limits the terms a Vice-Chair can sit, since we had

already made that change for the Secretary position. Discussion took place about the requirement for the Executive committee to include "length of service on the Board". It was determined that "length of service" just be removed. Keith brought up that Section IX, A. #8 was really two separate duties and after discussion it was agreed that #8 should end at "deemed advisable" and the rest of the paragraph become a new #9 with all the following numbers being shifted back. Erica pointed out that Section B. #14 needs to be similarly split and it was agreed that it needed to be. Dr. Chambers pointed out that we don't state anything about the recruiting of poll workers, since the law states we are supposed to ask the political parties for possible poll workers. Section A. #7 was changed to "Recruit and report to the Board". Wendell wondered if we need to send a letter to the political parties asking for suggestion for potential poll workers and Keith stated he would like that to be done so that it shows we're following the law. With no more changes, it was unanimously voted to approve the Policies and Procedures.

- c. Precinct Repairs – Dr. Chambers stated that bids have been taken, researched and it was agreed to recommend the contract to MNG Construction. The bids have been sent to the Secretary of State's office. They had reservations concerning the wide difference in the amounts of the bids, but Dr. Chambers has e-mailed them back giving them assurance about the due diligence we took in researching the bids and that we were satisfied this company could do this job. He also informed them that if a situation arose that we went over budget, that money has already been set aside by the County to cover it. He also informed them that the County Commissioners would review this at their next meeting on the 23rd and vote on it.
- d. Climax Election - Dr. Chambers received a letter from Poll Manager Janelle Eaton detailing what took place on Election day in Climax and the comments that were published in the Post Searchlight. We have had no other communication from anyone else in Climax. Her statement is different from what the newspaper reported. She reminds the Board that sample ballots were posted and available on the tables. She thinks that voters just needed to be reminded to check with a poll worker if there are any questions before casting the ballot. So it seems to be an elector education issue, not a staff issue. It was agreed that the matter was closed.

V. New Business

- a. Deceased Voter Hearings – State law has pre-empted practices relating to the deletion of voter's names that are deceased. The law now states that a hearing has to be held before any deletions can be made. Dr. Chambers saw an announcement for Dougherty County for their hearing listing all their names for deletion. We have prepared two letters – one for announcing the hearing and another announcing that the person has been removed. The Code 21-2-228, subsections d and e is what governs this. Erica pointed out that we will have to do it for felons, also. Dr. Chambers suggested making it a procedure and holding a hearing once a year. Discussion was held about if that would be often enough and how would this be determined. It was agreed that this needs to be part of our regular meeting 30 days before an election for registration cut-off deadlines.

VI. Other Business

- a. Upcoming dates – February 18th is a meeting for returning poll workers, March 4th is a meeting for potential poll workers, Regular meeting is March 9th, GEOC is April 18-21, and VRAG is in May.
- b. Discussion was held about a need to change how poll workers are paid. The staff are researching it and will report back.

VII. Adjournment

With no other business to discuss, the February 9, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6: 48p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, March 9, 2010
6:00 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 6:00 pm with Chairman Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars

Absent Board Members:

Marlon Breedlove

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Chairman Dr. Ray Chambers 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 – February 9, 2010

The minutes of the February 9th Regular Monthly Meeting - Wendell Cofer made a motion to accept the minutes and Keith Sellars seconded the motion. The minutes were unanimously approved.

IV. Old Business

- a. ADA Grant Approval – We have received a signed contract from the Secretary of State's office for the approved grant for \$49,601.44. Of this, \$45,000 and change is for the construction itself, and the rest is for tables and chairs for the precincts.
- b. Contract/Agreement with MNG Construction – Brown Moseley has prepared the contract with MNG Construction. Construction will start with the Courthouse Annex. Discussion took place concerning #9 – The Board decided that we are not qualified to do the inspections and that we understood the Planning Department would be overseeing all that. The Board authorized Dr. Chambers to talk with Brown Moseley concerning re-working the wording so that the Board and Office personnel as representatives of the County would not be doing the inspections. Discussion about #10 – Keith Sellars questioned whether there would only be a lump-sum payment and if that was alright with the contractor. Dr. Chambers stated he would also take this up with Brown. Doris White pointed out that a blank copy of the Scope of Work would be attached to the contract to be filled out as the work is completed. Dr. Chambers stated a concern with #8 about the wording and type of construction materials and after some discussion, the Board authorized Dr. Chambers to take this up with Brown, also. Keith Sellars also questioned #7 concerning the insurance and Dr. Chambers said he would discuss this with Brown, too. A motion to accept the contract as amended after the Chair has discussed these concerns with Brown was made by Wendell Cofer and seconded by Keith Sellars. All approved unanimously.

V. New Business

- a. Georgia Soil & Water Conservation – We have received a letter from the Georgia Soil & Water Conservation’s election requesting that we participate in the election for commissioners for District supervisors. We have done it in the past. The last time was five years ago. It’s a standard Memorandum of Agreement. It’s not just a matter of putting the names on the ballot and then counting the ballots. We would also be designating someone (Doris) to certify the nominations for the potential candidates. The candidates have a qualifying document to fill out with 25 signatures and turn in to Doris. She’ll have to certify that document and a report form and send them in. Every signature on the qualifying document will have to be checked to ensure that person is a registered voter and the signature checked against the signature on file. One of the current supervisors that will be running again is the brother of our West Bainbridge poll manager, so she won’t be able to work the election. First off, Dr. Chambers will have to clarify titles with the Division since they have Doris listed as Elections Superintendent and she is Chief Elections Officer. So Dr. Chambers will have to sign and send it back as Elections Superintendent and get the titles cleared up. Second, we have to make the decision to accept doing this, which given the amount of State laws that govern us doing this we have to do. And the third point is to officially designate Doris as the nomination review person. This will be on the ballot for the November election, so we wouldn’t be doing a separate election. Wendell Cofer moved that the titles be clarified, the Memorandum of Agreement be approved and that Doris be designated as the review person. Lisa Reeves seconded the motion. All approved unanimously.
- b. Confirmation Notices – Doris informed us that on February 25th, 406 Confirmation notices were mailed out and 115 have been returned by the Post Office. The Secretary of State’s office have advised that the County is to do nothing if a notice is returned with a yellow strip from the Post Office, even if a new address is provided but forwarding time has expired. Erica explained the process/reason for the Confirmation notices and how the inactive voters progressed until they were removed from the voting lists after not voting for two general elections. Dr. Chambers suggested that not doing follow-up letters goes against our policy of being customer friendly, where as the letters take up staff time and postage. Lisa Reeves brought up the precinct changes that would be affected with the updates and mailing out new precinct cards. Doris discussed the need to move money in the budget into contract labor to be able to finish the precinct updates. Keith Sellars took the stance that he didn’t know that we could justify the time and expense of doing the follow-up letters for the 81 letters that we have addresses for or that a newspaper ad would be effective to reach the people it needs to. Doris said that last year less than 23% of the people responded to the follow-up letters. Keith Sellars made a motion that we instruction Doris to follow the Secretary of State’s office recommendation to do nothing and Lisa Reeves seconded the motion. Lisa also pointed out that we’re going to have a cost for wasted postage with the new precinct cards that will get bounced back from the Post Office, so we wouldn’t be wasting postage twice with the follow-up letters. All approved the motion unanimously.
- c. Ethics Training – The State Ethics Commission is providing Ethics training on August 11th & 12th in Canton, GA. None of the Board will be able to attend, especially since it’s the day after the Run-off election. Hopefully the Commission will schedule a session in Albany sometime.

VI. Other Business

- a. A situation has come up with School Board member. Mr. Barber simply will not file his ethics papers, despite Doris’s repeated letters and phone calls. He will now be fined and could possibly be jailed for contempt if the fine isn’t paid and the paperwork done. The matter is now out of the Elections Office hands.

VII. Adjournment

With no other business to discuss, the March 9, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6: 44p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, April 13, 2010
6:00 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 6:03 pm with Vice-Chairman Wendell Cofer presiding.

Present Board Members:

Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars
Joe Sweet, III

Absent Board Members:

Chairman Dr. Ray Chambers

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Vice-Chairman Wendell Cofer 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 – March 9, 2010

The minutes of the March 9th Regular Monthly Meeting – Keith Sellars made a motion to accept the minutes and Lisa Reeves seconded the motion. The minutes were unanimously approved.

IV. Old Business

a. Contract/Agreement with MNG Construction – The contract with MNG Construction has been executed on March 15, 2010, but work has not started. Doris White contacted Mr. J.C. Cunningham with MNG and he made a statement that he didn't know he had to have a bond before work was started. Doris pointed out the information stating a bond was needed was in the Proposal for Bids. He sent the contract back and told Doris he would be there the following week to start work, which was two weeks ago. He came by that week and spoke with Erica stating they would start work the following week. He still has not started work. Doris spoke with Dr. Chambers who instructed her to contact the County Attorney, Brown Moseley. The contract does not have a specific start date, it just states that work would be completed within 90 days. Keith Sellars pointed out that he was in on a conference call with Doris and Mr. Cunningham and specifically referenced the bond and asked who would be the holder of the bond. This conversation took place before the contract was awarded. Keith also brought up the fact that the contract states that if the work is not completed within 90 days, a \$200 a day fine would be incurred. He raised the concern about the work being done so quickly since they have already lost 30 days and that the work may not be of good quality. Keith stated that he checked on-line about all the licensing for all bidders and everyone had the proper licensing, but there was no information listed concerning bonds. Wendell asked if the next step was to have Brown contact MNG and Doris stated that Brown told her it was the Elections office's responsibility.

Wendell stated he would go by the Elections office the next day and contact MNG and emphasize we need the work done and we need an exact start date. Also, remind him about the penalty and that the clock is ticking. A motion for Wendell to contact MNG was made by Lisa Reeves and seconded by Keith Sellars. Keith pointed out that Wendell may want to contact Mr. Miller, the CEO. All approved unanimously.

- b. The Vice-Chair welcomed Mr. Joe Sweet, III to the board.
- c. Precinct Repairs – Doris pointed out that work is supposed to start on the Annex office to accommodate Advanced/Early voting in June. Keith asked Doris about what problems it might cause with the state if the ADA improvements are not made before the Primary election. The Secretary of State's office is aware that the contract has been awarded and that we are in the process of getting the work done. Wendell stated that we could always train the poll managers as ADA compliance officers and assist voters in any way we might have to. Doris's only concern is the major scope of the work to be done.

V. New Business

- a. ADA Compliance – This issue is tabled until Dr. Chambers returns. Dr. Chambers will not be back before the Primary election. Discussion took place concerning the fact that we are scheduled to meet the week before the Primary election, but that we would need to meet after the election to handle any Provisional ballots. A motion to re-schedule the July meeting from the regularly scheduled 13th to the 22nd, the Thursday after the Primary Election, at 6 p.m. to accommodate Provisional ballot review was made by Keith Sellars and seconded by Lisa Reeves. All approved unanimously.
- b. Amendment to Intergovernmental Agreement – The first Intergovernmental agreement was made November 2, 2002 when we received our first DRE machines and the second one is to handle the disposal of the machines since we are coming to the end of the service life of the machines. The agreement details how we would dispose of the machines once they are no longer repairable. Doris pointed out that 6 new machines have been purchased within the last year and can replace any that are not working after L & A testing has been done. The motion was made to authorize Dr. Chambers to execute the 2nd Amendment to the Intergovernmental Agreement by Keith Sellars and seconded by Lisa Reeves. Upon further review of the agreement, The County Commissioners are the ones that have to sign off on the agreement, the motion was changed to allow Dr. Chambers to give the agreement to the County Commissioners for their signature by Keith Sellars and seconded by Lisa Reeves. All approved unanimously.

VI. Other Business

- a. The office received a letter from Election Systems Services asking if we want their services for the upcoming elections. Erica feels competent about handling everything, since she has done it for the last two elections and it would cost the County \$5000.00 for Election Systems Services to do the work. Doris pointed out that the County Finance office has stated repeatedly that they have gone over on contract labor, what with all the precinct updates. The office really needs a third full-time permanent employee. The \$5000.00 that the office is saving the County is just for the election night returns, not the L & A testing of \$30.00 per Express Poll. When you count the savings over the Primary Election, the probable run-off, the General Election and the probable run-off, the savings would more than pay for another position for the office. The FY2011 budget process should start soon and this would be another good justification for a third person in the office. Keith pointed out that ultimately the elections have to be held and if we don't have enough permanent staff, then the cost is going to show up in Contract Labor. Wendell pointed out the choice comes down paying outside contractors with the money going out of county or paying local people. Lisa pointed out that we have already saved the County \$50,000.00 by getting the grant for the construction work. The office is really stretched thin since one of the permanent part-time people is out with health concerns.

VII. Adjournment

With no other business to discuss, the April 13, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:31 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, May 11, 2010
6:00 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 6:05 pm with Vice-Chairman Wendell Cofer presiding.

Present Board Members:

Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars
Joe Sweet, III

Absent Board Members:

Chairman Dr. Ray Chambers

Present Staff:

Chief Election Official (CEO) Doris White

II. Administrative Notes

Vice-Chairman Wendell Cofer 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 13, 2010

The minutes of the April 13th Regular Monthly Meeting – Keith Sellars made a motion to accept the minutes and Joe Sweet, III seconded the motion. The minutes were unanimously approved.

IV. Old Business

- a. Contract/Agreement with MNG Construction – Workers still haven't showed up. Brown Mosely contacted MNG Construction's attorney, Mr. Whitesell, and suggested an amendment to the contract. The start date of the contract has been changed to April 1, 2010 from March 15, 2010. Due to a problem with getting a performance bond, it was agreed that MNG would give the County a cashier's check for \$45,000.00 that the County will hold until completion of the work in lieu of a performance bond. The work still has to be completed within 90 days of contract date with a \$200.00 per day penalty for every day after the 90 days. New completion date would be July 2nd.
- b. Precinct Renovations – Discussion took place concerning the timeline for getting the work done and concerns about the work to be done in the time it needs to be done, especially with the Elections coming up.

V. New Business

- a. Deceased Voters – Doris White provided all Board members with a list of all voters that are to be removed from the poll lists since they are deceased. A letter has been created to mail to each voter informing them of the pending action and instructing them that if they are not deceased, a hearing will be held at the next Board meeting for them to clarify their status. A second letter will be mailed out on June 14th to follow-up after the hearing. Lisa Reeves informed the rest of the Board present about an issue that came up at the Regional meeting in Albany the day before concerning the Vital Statistics records in Atlanta. Wes Tailor from the Secretary of State's office

stated that Vital Statistics is 10,000 records behind putting them in the system, which makes the reports on Deceased Voters that our office receives very out of date. The list Doris prepared for the hearing was obtained from the newspaper and on-line funeral home records. Doris requested that we allow her to make contact with the local Health Department and see if they would provide more up to date, current lists that could be used to update our records. Keith Sellars made a motion that Doris be allowed to do so and Lisa Reeves seconded the motion. All approved unanimously.

- b. Poll Workers – High School Students – Discussion took place concerning using Student Poll Workers age 16 and older. Doris stated that Ann Hicks from the Secretary of State's office encourages using students and that it is cleared with Department of Justice. Doris is asking the Board to approve the office contacting the Leadership Club about if any students are interested in working. Student workers would apply with the same form any adult would apply to work the polls. Keith Sellars made a motion that the staff be authorized to contact the Leadership Club and solicit applications from interested students. Joe Sweet seconded the motion. Discussion took place concerning racial diversity of poll workers. It was agreed that the office is using due diligence to ensure that the polls are racially mixed. All approved unanimously.
- c. Budget – The Board was provided with a break-out of the budget by categories. The budget has to be turned in by May 14th. Doris asked that we meet later in the week for a work session. It was agreed after discussion to meet on Friday morning at 8 a.m. at the Elections office. Doris will get more detailed information about poll workers cost. We will also work on the justification for the third full-time worker. Discussion took place about reasons a third full-time worker is needed.

VI. Other Business

- a. Lisa Reeves gave an update on the Regional Meeting in Albany by the Secretary of State's office. At least by the November election, the barcode readers will be in place in the polls to scan Georgia Drivers Licenses and IDs to speed locating voters in the Express Polls. It will not be available for Advanced Voting, but they are working on it for the new system. The manual search will still be in place, too for anyone that doesn't have that barcode or the barcode is not in the system. The new Voter Registration database software is about to be RFPed and should be in use by the end of next year. Additionally, the bill concerning UOCAVA (military) voters should be signed by the governor soon. This would allow overseas military voters to receive and send back their ballots through a secure International kiosks system. They have also upgraded all the computers at the Atlanta office and put in place 3 off-site back-up systems that can be used if something happens at the Atlanta office. The upgrades were paid for with more exact inventory of election supplies. A lot of the practices they are putting in place concerning the Oaths and such we are already doing, so it doesn't really affect us.
- b. L & A Testing – Kennesaw advised us to wait until ballots are in, which will make L & A take place starting June 2nd. With the age of the machines, this testing is very important.

VII. Adjournment

With no other business to discuss, the May 11, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:49 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, June 8, 2010
6:00 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 6:00 pm with Vice-Chairman Wendell Cofer presiding.

Present Board Members: Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars

Absent Board Members: Chairman Dr. Ray Chambers
Joe Sweet, III

Present Staff: Chief Election Official (CEO) Doris White

II. Administrative Notes

Vice-Chairman Wendell Cofer 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 – May 11, 2010

The minutes of the May 11th Regular Monthly Meeting – Keith Sellars made a motion to accept the minutes and Lisa Reeves seconded the motion. The minutes were unanimously approved.

IV. Old Business

- a. Precinct Renovations – Doris White updated the Board about the renovation work. The Annex and Fairgrounds have been completed and Kendrick precinct is being worked on now. That will just leave Climax and Mt. Pleasant. Everything should be done in plenty of time for the election. Discussion also took place about the possibility of the DA's office moving due to security issues.
- b. Hearings for Deceased Voters – All the letters have been mailed. Some relatives have contacted the office confirming the death and some letters have been returned marked Deceased.
- c. Budget – Everything is pretty much what it was last year. Discussion took place about the general state of the County budget. Doris informed us about two 15 year old workers provided to the office by a school program that Marjorie Mayfield is working with. They cannot do anything with the actual Advance Voting, but they are using them to stuff the over 16,000 envelopes going out with the precinct cards and getting the paperwork set-up for Absentee ballots for our regular workers to finish up and mail out. They can work up to 35 hours a week from 8 a.m. to 6 p.m.

V. New Business

- a. VRAG Conference – Lisa Reeves reported on the VRAG Conference in Athens that Erica Hamilton and she attended. There wasn't much new information from when Doris & Erica attended the GEOA conference. Doris made the suggestion that the Board consider next year that a board member attend GEOA with her and then a board member attend VRAG with Erica.

Next year's VRAG will be in Macon in August. The main thing to look forward to is re-districting next year.

VI. Other Business

- a. City of Attapulcus called and talked to Doris about possibly doing their municipal election next year.
- b. Lisa Reeves reported that L & A testing of machines went pretty good the week before, so machines are ready for the election.
- c. Doris has started pricing out a computer to replace her computer, since it's been acting up. Tri-State Office is also keeping the office in mind for a replacement copier if one comes off lease.
- d. Everything is in place for the Primary election. A few people have already come and done early voting. Some discussion took place about the issues for the Primary election, especially about the many ballot styles.

VII. Adjournment

With no other business to discuss, the June 8, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:25 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Thursday, July 22, 2010
6:00 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 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves

Absent Board Members:

Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Chairman Ray Chambers 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 8, 2010

The minutes of the June 8th Regular Monthly Meeting – Wendell Cofer made a motion to accept the minutes and Keith Sellars seconded the motion. The minutes were unanimously approved.

IV. Old Business

a. Precinct Renovations – Dr. Chambers and Lisa Reeves traveled to all the precincts and inspected all the renovations and find them satisfactory. The only miss communication with the Contractors was that when we stated repair landscaping, we meant replace shrubs and they meant replace the dirt. This will be rectified. The West Bainbridge precinct at the old West Bainbridge Middle School does not have an accessible bathroom in the building being used for the precinct, so we will have to approach the County Commissioners and Board of Education to see about getting it rectified.

V. New Business

a. Provisional ballots from July 20th Primary – There were four provisional ballots for consideration from the Primary Election.

1. Provisional ballot from the Recovery Precinct – Corrine Wacasser – lives here but is registered in Thomasville. Wendell Cofer made a motion to reject the ballot based on the fact she's not registered in Decatur County. Keith Sellars seconded the motion. Keith asked for clarification on what the rule for voters that have moved. Board members stated they believed that if a voter has not registered within the period prior to the 30 day cut-off, that the voter can still return to the precinct they are registered at and vote for that time only. After that, they would need to have moved their registration. All unanimously voted to reject the ballot.

2. The next two ballots from the Colliseum for Jessalyn Sellars and Anthony J. Sellars – They moved here but did not move their registration from Grady County in time for this election. Wendell Cofer moved to reject the ballots based on the fact that they are not registered in Decatur County. Lisa Reeves seconded the motion. Keith Sellars stated they were his relatives and that they had been told by Grady County that they could not vote there because they did not move their registration within 30 to 60 days. Further discussion took place about conditions surrounding registration and moving. All voted to unanimously voted to reject the ballots, except for Keith Sellars who abstained.
 3. The last ballot is from the Coliseum for Arien D. Adams. She was denied the vote because she shows up on our records as being a non-citizen. She lives on College Rd. and has provided documentation that as of June 2, 2010 she is a citizen of the United States and within the 30 days before the election cut-off. The certificate of Naturalization is considered a valid form of documentation. Wendell Cofer made a motion to accept the ballot and Keith Sellars seconded the motion. Lisa Reeves asked if she was going to have to vote a provisional in the Run-off election also, but Erica Hamilton stated that even though it couldn't be changed in the Secretary of State's system until after the Run-off, it could be changed on the Express Poll so she could vote a standard ballot. Wendell Cofer asked for clarification about if you have to a vote the same party in the Run-off as you voted in the Primary. He was informed that yes that was true.
- b. Erica informed the Board that the barcode scanners will be used for the Run-off election. Discussion took place about smooth the Primary Election went and how pleased everyone was with the Precincts and Poll Workers.
 - c. Discussion took place about David Holt buying doughnuts and distributing them to the Poll Workers and voters in line at Attapulgus. Since he (David Holt) lost the election, the winning candidate is not pressing the issue. The Board questioned if the ethics questions are covered in training and they are but need to be stressed again. Dr. Chambers asked if the Political Parties give specific instructions to the candidates at qualifying. Lisa Reeves stated that the Democratic Party gave each of the candidates a sheet with contact information for the State Ethics Commission and info for the manuals for candidates on the Internet. Doris White states she informs candidates about protocol for placing signs. Wendell asked if our poll managers were confident enough to address these types of issues in the polls. Dr. Chambers said he'd bring it up at the next training session.

VI. Other Business

- a. Lisa Reeves brought up the need to change the date for the August meeting from the 10th (which is the Primary Run-off Election) to Thursday, August 12th in case there are any provisional ballots to deal with. All the Board agreed to change the next meeting.
- b. Erica Hamilton stated the office has had a request from the Kiwanis Club for someone from the office to speak at their next meeting. Since Dr. Chambers is a Kiwanis member, it needs to be Doris or Erica.

VII. Adjournment

With no other business to discuss, the July 22, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 6:33 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, August 12, 2010
6:00 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 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

Visitors:

Robin Sellars

II. Administrative Notes

Chairman Ray Chambers 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 – July 22, 2010

The minutes of the July 22nd Regular Monthly Meeting – Wendell Cofer made a motion to accept the minutes and Keith Sellars seconded the motion. Two changes were made and the amended minutes were unanimously approved.

IV. Old Business

a. West Bainbridge Precinct - Bathrooms – Dr. Chambers stated that when the tour of all precincts was done before the Primary election, it was noted at that time that the West Bainbridge precinct at the old West Bainbridge Middle School does not have an accessible bathroom in the building being used for the precinct. Doris White pointed out that the bathrooms in one of the other buildings that were used last time were not clean. Jerry Mills with the Board of Education has done his best accommodate us. Wendell Cofer questioned the need to have a precinct in West Bainbridge. Doris pointed out that it is the third largest election day precinct. Erica stated that the office staff has talked about using the Welcome Center. It does have plenty of parking and accessible bathrooms. Discussion took place about feasibility of using it – concerning other regular business taking place at the same time and security of machines, as well as building layout. Doris suggested some of the county buildings at the Airport. Wendell asked about the possibility of going back to old building. Doris pointed out that it had conflicts with Parole office in addition to all the work that needs to be done on it. Dr. Chambers stated option one seems to be approaching the County Commissioners about adding a bathroom to the current building. Option two is to approach the City about using the Welcome Center. Keith Sellars pointed out how much confusion would take place if we moved the precinct again. Wendell said we also needed better signage and Dr. Chambers said that's a third issue and that we're working

on the first issue. The consensus seems to be adding a bathroom to the current building. A motion was made by Wendell Cofer that the Chairman go to the County Commissioners to request funding to create an appropriate bathroom for the West Bainbridge precinct and seconded by Keith Sellars. Wendell brought up that the County is going to ask why it wasn't done with the grant when everything else was done and if it can be delayed until next year. Lisa pointed out that we thought moving to the school would be a good fit since the buildings and bathrooms were handicapped accessible. Wendell pointed out that they're still going to wonder why it wasn't done with grant money and Lisa stated the grant was maxed out with what was done to the other precincts, so the County would have had to pay for any work done anyway. Doris asked if we don't have to approach the School Board for permission to do the work. Discussion took place about the exact steps for approaching this and getting it done. Wendell pointed out that if this job is under \$10,000.00 the County Administrator can approve it and with inmate labor, all we'd need is materials. The motion was amended to instruct the Chairman to approach the School Board to request permission to construct the bathroom at the West Bainbridge Precinct which is located at the old West Bainbridge Middle School and if they grant that permission, for the Chairman to talk to the County Administrator about funds to do so. The motion was unanimously approved.

- b. West Bainbridge Precinct – Signage – Discussion took place about the need to move the signs for them to be clearer and how to go about doing so. We would move the main sign to the service entrance to the cafeteria off Dothan Road. There should also be ample parking there on that side of the building including a handicapped parking space. The motion to instruct the Chairman to talk to the County Administrator about moving the main precinct sign to the service entrance and perhaps move one of the Vote Here signs there also was made by Wendell and seconded by Keith. Discussion took place about putting another precinct sign on Spring Creek Road and the consensus was to just do the first part and see how that works. The motion was unanimously approved. The issue with parking was left for a later time, if it is still needed after moving the signage to redirect voter traffic.

V. New Business

- a. Provisional ballots from August 6th Primary Runoff – There was one provisional ballot for consideration from the Primary Run-off Election.
 1. Provisional ballot from the Brinson Precinct – David Cutchin had requested an Absentee ballot, which was returned by the Post Office for undeliverability, and when he didn't receive it in the mail, he went to the Brinson precinct on election day. He was not permitted to vote on the machines because the Express Poll showed he had received an Absentee ballot and so the poll workers instructed him to fill out a Provisional ballot. Keith Sellars moved that the ballot be accepted and Lisa Reeves seconded the motion. Discussion took place about the need to find out that he voted the right party ballot, if he did vote in the July 20th Primary. The motion was amended to accept the ballot pending discovery by the staff of appropriate ballot use. Dr. Chambers asked where he is registered to vote and was assured that he was registered for the Brinson precinct and that he had not changed his address before the cut-off date. And part of the confusion was because of the military address. Doris asked what Reason code would be filled in since there are only four reasons a person should be casting a Provisional ballot. There is no code that applies since it was just a Poll Worker mistake that they didn't call the office for clarification and get instruction for removing the Absentee ballot from the Express Poll to allow him to vote a regular ballot. Under Election Code 21-2-419 Validation of Election Ballots section C1, there are not any codes listed, but the code is clear that his ballot should count. All approved unanimously.

- b. 3rd Intergovernmental Agreement with SOS – ExpressPoll scanners – This is an informational item for the Board. The County Commissioners has to sign off on this that they will house and maintain the scanners, just like they have in the past for the Voting Machines and ExpressPolls. Lisa Reeves made a motion for Doris to take the agreement to the County for approval and Wendell Cofer seconded the motion. Keith asked if a receipt of delivery or the Verification of working order of scanners has been sent yet per the instructions. After the County has signed off, we will get a copy of the receipt. All approved the motion unanimously. Wendell Cofer asked to be excused from the rest of the meeting since it would not cause a lack of quorum and the Chairman excused him.
- c. Copying Cost – The County has a policy that we have not been following of charging .25 per copy and if the task takes longer than 15 minutes, we also have to charge for the time of the lowest paid staff. The County Chief Financial Officer believes this policy applies to the Election office. Keith Sellars made a motion that we adopt this policy and the motion was seconded by Lisa Reeves. Keith asked if that means .25 for the whole copy job or per page. Dr. Chambers stated that according to the policy, which isn't very clear, it seems to mean per page. Keith asked if according to the Open Records law, does it not just require that records be made available, but not what format they be given in. Doris stated that if the information is faxed, the cost of the fax is supposed to be charged. If the information is e-mailed, there is no cost unless it takes more than 15 minutes of staff time to prepare the information for e-mailing. If the information is placed on CD-ROM, the cost of the disk is charged and if there was staff time. Keith pointed out that whatever is put in place has to be followed, because what is done for one person has to be done for any number of people and partiality can't be shown. Dr. Chambers asked who is charged for the time if 16,000 people asked for the same one copy since that many copies would take more 15 minutes. The consensus was that the policy means per person and since the copy per person wouldn't take more 15 minutes, staff time can't be charged. Lisa asked how we get the money if we are e-mailing or faxing and the person isn't actually in the office. Doris said the County Attorney made it clear that you've got three days it let them know an estimated price and if they agree to that and pay, then you get the copy together. A request under Open Records should always be in writing. Doris says that even requests from creditors must now be in writing. All voted to approve the motion unanimously. Dr. Chambers will amend our Board policies to reflect the new change.
- d. Scanners for Early and Absentee Voting – Erica said she could do a demonstration at the office if anyone wants. This would setup a system that would use a list of voters from the Secretary of State and allow the office to scan a license or search for a voter and print out an Absentee or Advanced Voting application/certificate already filled-in ready for the Voter's signature. If the Voter has changed their name or address, a change form would also be printed out at that time. For the Absentee Voters, it would also print out a ballot, a label and a barcode printed on the return label and application to scan in to give the person credit for voting. It costs \$2500.00 for the scanner and the barcode scanner and \$1500.00 for each addition barcode scanner. It would be \$4000.00 before the General Election. It would cut out the need for a worker to help fill out forms. It costs \$1500.00 annually to renew. The Secretary of State office endorses the system. Dr. Chambers asked if the State or vendor has gotten approval from the Department of Justice and Erica said the vendor must have since 8 or 9 counties are currently using the system. Lisa pointed out that shouldn't be an issue since all the system does is print out the information that the voter still has to verify and sign. All the system does is speed up the process and make the forms much more legible. Dr. Chambers stated he just wanted to make sure it was approved since it would be a change in our procedures. He asked about the need for two scanners and Erica stated just to help with the flow of Voters during busier times. Discussion took place about where the money would come from in the budget. The Board advised Doris to go ahead and get her new computer since it was already budgeted. The only place in the budget where the money

might be available is the Contract Labor, Technical Premier and Overtime. Keith pointed out that whatever area we cut it out of, next budget cycle it could be said that if you can do without it this year, you don't need it for the next year. He suggested putting it in the next budget cycle. Lisa asked if this software system is going to be the one that the Secretary of State puts into the new software systems they are going with next year when they change/upgrade. It wouldn't be good to put this system in place at a cost to us and then it not be compatible or if the new system already has it built in, we wouldn't have to pay for it separate. It was unknown if that would be the case. The motion was made to postpone the purchase until next budget cycle by Keith Sellars and seconded by Joe Sweet. Erica pointed out that this is a completely separate system from the Secretary of State system and wouldn't be affected by the Secretary of State system. All voted to approve the motion unanimously.

- e. Death Notices – Doris has quite a few that she has been accumulating and is asking permission to send out the notices for us to handle at the next meeting. Dr. Chambers asked where the death notices information come from. Doris stated they came from family of the voter, returned from the Post Office, from the newspaper, from the funeral homes postings and some from the Secretary of State's office. Dr. Chambers referenced an e-mail from the Secretary of State that says they will notify us once a month about deceased voters from Vital Records and pointed out that we got in trouble in the past for notification of deceased voters without notification from Secretary of State's office. Doris pointed out that they haven't had any deceased voter reports for three months and that Vital Records is 10,000 records behind. Lisa brought up that we checked the Election Code section a few months ago when we first started talking about how we were going to handle deceased voters. Doris stated they were told that this was the way to handle this at GEOA earlier this year and it was approved by the Secretary of State. Dr. Chambers found Code 21-2-228, subsections d and e that governs this. A motion was made to authorize Doris to send out the letters and having the Hearing at the next meeting by Keith Sellars and seconded by Lisa Reeves. All present unanimously approved.
- f. Approval of VR Applications – Under Code section 21-2-223, the Board has to approve all Voter Registration applications. For clarification purposes, a motion was made to authorize the office staff to approve Voter Registration applications unless there is a question that needs to be resolved by the Board by Keith Sellars and seconded by Joe Sweet. All unanimously approved the motion.
- g. Polk City Directory – The Election Office has a purchase agreement with Polk City Directory and the new directory is \$200.00. The current one in the office is 2005. There are no other vendors available. The money would come from Operating Supplies. A motion was made to authorize Doris to purchase the Directory for \$200.00 by Joe Sweet and seconded by Keith Sellars. All unanimously approved the purchase.
- h. Nonpartisan Review Panel – Laura Bridges has asked to be relieved of her duties. Doris has referred the matter to Judge Cato. He will appoint someone since she is on the Nonpartisan countywide. He asked Doris for a suggestion and he made a suggestion. The person needs to be a white female since the other member is black male. The suggestions so far are Debbie Elkins and Sharon Faulk. The Review Panel is for any nonpartisan candidates on the ballot. If the Board has any suggestions, they are requested to pass them on to Doris.

VI. Other Business

- a. Keith asked for recognition of his wife Robin as a visitor.
- b. Lisa asked for clarification on a vote that was taken on the Primary Run-off night concerning absentee ballots. She was informed that the vote needed to be recorded as a separate Called Meeting.
- c. Erica reported that Marjean Boyd had requested that Erica come to meet with her group to answer questions concerning the upcoming election and Erica was reluctant to meet with a single party group and it appear she is affiliated with a particular party. Keith stated he was against that

for just the appearance of impropriety coming back on Erica and the Board. Lisa stated that since it was for informational purposes, what about asking them to come to the office for the information. Dr. Chambers offered the suggestion that since a large number of voters are ill informed, that the Board consider the idea of holding a general, public information session. Possibly at the Kirbo Center. It should be the whole Board, not just the office staff. Keith suggested inviting the schools. Erica said it needs to be before the cut-off date for registration. Dr. Chambers advised Erica to contact Marjean Boyd and tell her that she could not do it for a single group, but that they are welcome to come to the public session.

VII. Adjournment

With no other business to discuss, the August 12, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7: 54 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, September 14, 2010
6:00 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 6:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Keith Sellars
Lisa Reeves
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Administrative Notes

Chairman Ray Chambers 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 – August 12, 2010

The minutes of the August 12th Regular Monthly Meeting – Keith Sellars made a motion to accept the minutes and Joe Sweet seconded the motion. The minutes were unanimously approved.

IV. Old Business

a. West Bainbridge Precinct - Bathrooms – Dr. Chambers has talked to the School Board and to the County Administrator, Tom Patton and supplied the information to Mr. Patton concerning improving the West Bainbridge precinct by adding a bathroom. In the interim, he has addressed questions to Doris White relating to why this was not included in the original grant proposal and what needs to be done in the meantime. Doris says that he says the County has no money and they can't afford to fix it. The problem is that we have to fix it. Discussion took place on how to resolve this. Doris has a document certifying the precincts are compliant that needs to be signed and suggests that we have the County sign-off on it. Lisa Reeves pointed out that at the time the grant was applied for, the County was aware that any costs over the grant amount would have to be paid for by the County and that they had budgeted money for that in this fiscal year. Since we maxed out the grant, they would still have had to pay for the work to be done. Keith asked what the actions at the State level would be if the work is not done, and to whom the action would be directed. Doris stated that it would come to the Election Board first and then the County, since the act to create the Board stated that the County would supply any money needed to hold the elections. Doris said that any repercussions would depend on any complaints made by voters. Keith pointed out the possibilities of a lawsuit to the County. Doris asked if handicapped portapotties were available and no one knew. Dr. Chambers said the School Board has approved making a new bathroom in the cafeteria we use for a precinct. And he has let Tom Patton know that it has been approved and that it would cost less than \$5000.00 which is within his purview to administer. That is the current status. Doris reminded the Board that we only have a month and

a half to get the work done before the General election. Dr. Chambers stated that we are waiting for Tom Patton at this point because we don't have the money or the authority to approve the work. Keith said we need to know as soon as possible exactly where we stand so we can try to make alternate arrangements. Lisa pointed out that even if there are handicapped accessible porta-potties, the County is still going to have to pay for them. A motion was made by Lisa Reeves for Dr. Chambers to contact Tom Patton to get him to approve either construction of a new bathroom for West Bainbridge or temporary handicapped accessible bathrooms for West Bainbridge if they are available. The motion was seconded by Keith Sellars. All present approved.

V. New Business

- a. Deceased Hearings – No one appeared concerning the letters that had been mailed about deceased voters. Doris brought to the Board's attention the one record for a Mrs. Williams that the Secretary of State had already deleted. The Board looked over the list of the deceased, most of whom were confirmed, and with there being no objections, the Election Office staff were authorized to remove those persons from the voting database.
- b. Public Forum – Dr. Chambers brought up that the next week on Tuesday night at 7 p.m. a public forum for Voter education would be held.
- c. Poll Worker Training Class – A Poll Worker training class is scheduled for Tuesday, October 12th from 9 a.m. to 4 p.m. Dr. Chambers and Lisa Reeves stated they would both be there. Erica Hamilton reported that she would be taking a back-seat for this training. Doris asked if the Board or the political parties would contribute some money to pay for some refreshments for the training session, since the County would not pay for refreshments. Wendell Cofer made a motion that the political parties be approached to contribute \$25.00 per party for refreshments for Poll Worker training on October 12th. The motion was seconded by Lisa Reeves. All present approved.

VI. Other Business

- a. Dr. Chambers reported that the Inter-governmental agreement concerning the new barcode scanners guaranteeing that they are received and are in working order has been approved by the County Commissioners and sent to the Secretary of State.
- b. Erica reported that BAIN has requested training for holding a Voter Registration drive. She asked if the Board would rather she hold the training session at the office or at BAIN's offices. Keith Sellars made a motion for Erica to hold the training session for BAIN at their offices and Joe Sweet seconded the motion. All present approved.
- c. Lisa Reeves brought up that she had been given an application for a position in the Elections Office. She asked if the Board would like to consider the application and if so, do we want to consider the application for a permanent part-time position. Also, if the Board wants to handle it or if we want Doris to handle it. Doris stated that Janelle Nelson, who had been a permanent part-time person before her health problems, is not able to perform those duties. Dr. Chambers asked if we have advertised this position and was informed that it had not been advertised and that the person applying knew the position was open and was interested in working in the Elections Office. Doris said that to her understanding the others that had been hired in the past did so without advertising and that she thought this person would be the 30 hour a week person that Carl Rowland stated we could get and would be a third office person on a part-time basis. Dr. Chambers said the issues seemed to be who is permanent part-time, who is not permanent part-time and do we have an opportunity to fill a permanent part-time position. We currently have one permanent part-time position. We have a second permanent part-time position vacant. Keith asked why we had not already filled the vacant position. Doris stated that they had been waiting until they knew what Janelle wanted to do. In the budget meeting with the County, they said we could have a 30 hour a week person in lieu of a third office person with benefits, but the

money was not put in the budget. Wendell brought up that without the money in the budget, there is no position. He stated it needed clarification from the Chief Financial Officer and if we were given the go ahead, that it be submitted to Human Resources for advertising and hiring. Keith asked why were looking at the position if we don't max out the person we do have. Doris stated that when both her and Erica have to be out, they need someone in the office who has an allegiance to the office and knows what has to be done without being told and instructed every time. Wendell stated it's more an issue of getting the person identified and the paperwork done and that under current Decatur County hiring practices it has to be advertised. Keith asked if there is ever a time that two part-time people are needed at the same time. During an election with L & A and other duties, Erica stated that yes it does happen. Keith asked why it was needed if the current permanent part-timer never works 30 hours and was told that the current person does not want to work 30 hours and the other work is done by contract workers. Lisa brought up that at the budget meeting, when we brought up that we were willing to give up two of the three permanent part-time positions to have one full-time position, the County's concession was a 30 hour a week part-time position. Wendell said then we need to go into an executive session at a meeting and decide if we want to restructure the two part-time into one dedicated 30 hour a week person. Keith brought up that would create more stability in the office. Erica asked if we would hire this person during the election cycle, since that would mean training at a busy time. Wendell said he would wait until after the election cycle. Keith said that it would depend on getting the money for the position and that he agrees it should wait until after the election cycle. Doris stated that there would be a lot of time for her and Erica to take off after the election. Dr. Chambers asked what was needed between now and the election. Erica brought up that Carolyn Palmer has been taking up the slack for Janelle and has stated that she would like for taxes to be taken out. Dr. Chambers clarified that the crucial issue is that Carolyn is willing to work through the election, not the separate issues of whether there is a permanent part-time person or a third person for the office. Regarding Carolyn Palmer as the 2nd permanent part-time person in the office through the election. Lisa asked if we have to advertise that and Dr. Chambers stated that since it was an election issue and would only be through the election, that no, we would not. It was agreed that it would need to be stipulated through any possible Run-off election. A motion was made by Wendell Cofer and seconded by Joe Sweet that we elevate Carolyn Palmer to the permanent part-time position through the elections. Keith asked what benefit we get from elevating here and was informed that basically it is just to lock her in to our office and she gets the benefit of taxes being taken out. All present approved. Doris asked what we need to do about Janelle Nelson and was informed that we would have to "demote" her to contract labor and do the separation notice for her part-time person. Dr. Chambers said the next issue would be filling this position in December for start in January. He asked if we want to advertise the position for filling in January since we currently have an application for a position that has not been advertised. Wendell suggested tabling the matter until December. Doris asked what that would mean for Alvada Chandler's position. Wendell stated it would be a strategic decision for the Board to make. Lisa brought up that her understanding at the budget meeting was that we would still have Alvada's part-time position, but the other two part-time positions we've had would become the one 30 hour a week position. Doris said that only Alvada's is in the budget, even though that is what we were told in the budget meeting. She said she would get up with the Accounting office. A motion was made by Wendell Cofer to postpone any discussion concerning the third person in the office and seconded by Joe Sweet. All present approved. Dr. Chambers asked how we notify the person that has applied and Lisa informed him the application was given to the office. It was decided that Doris would contact the person and inform her that there is no current position available, but would probably be in December.

- d. Lisa Reeves brought up that there was an item missing from the list of upcoming events for the Regional Meeting with the Secretary of State's office on October 5th from 2 – 4 p.m. Dr. Chambers and Lisa Reeves will attend with Doris White. Meet at the office at 12:15 p.m.
- e. Doris White brought up that she had not bought a new computer for the office yet, but that she had been working on it.

VII. Adjournment

With no other business to discuss, the September 14, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 7:05 p.m.

**Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Tuesday, October 12, 2010
6:00 pm
Decatur County Administrative Offices Meeting Room**

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was cancelled due to a lack of quorum.

Present Board Members:

Chairman Dr. Ray Chambers
Lisa Reeves
Joe Sweet, III

Absent Board Members:

Vice-Chair Wendell Cofer
Keith Sellars

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

**Decatur County Board of Elections and Registration
Special Called Meeting Summary
Tuesday, November 2, 2010**

5:00 p.m.

Election & Voter Registration Office Conference Room

I. Call to Order

The Decatur County Board of Elections and Registration Special Called Meeting was called to order at 5:00 p.m. with Chairman Dr. Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves
Keith Sellars
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. Acceptance/Rejection of Absentee Ballots for the General Election

a. Four Absentee ballots needed to be decided on for acceptance or rejection:

1. Krista Anne Cox – her signature on the ballot envelope did not match the signature on her registration card. Wendell Cofer made a motion to accept the ballot and Keith Sellars seconded the motion. With 2 votes for and 3 against, the ballot was rejected.
2. Henry Levenson – the signature on the ballot envelope did not match the signature on his registration card. Keith Sellars made a motion to reject the ballot and Joe Sweet seconded the motion. All present approved so the ballot was rejected.
3. Bryan Hampton Digby - the signature on the ballot envelope did not match the signature on his registration card. Joe Sweet made a motion to reject the ballot, but there was no second. Wendell Cofer made a motion to accept the ballot and Keith Sellars seconded the motion. There was one vote to approve the motion and three votes against, so the ballot was rejected.
4. Mrs. Clyde Ingram – The ballot was signed by Steven Ingram who has Power of Attorney for Mr. Clyde Ingram (not Mrs. Clyde Ingram). Keith Sellars made a motion to reject the ballot and Wendell Cofer seconded the motion. All present approved, so the ballot was rejected.

III. Adjournment

With no other business to discuss, the November 2, 2010 Special Called Meeting of the Decatur County Board of Elections and Registration was adjourned at 5:10 p.m.

Decatur County Board of Elections and Registration
Regular Monthly Meeting Summary
Friday, November 5, 2010
12:00 pm
Elections & Voter Registration Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 12:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves
Joe Sweet, III

Absent Board Members:

Keith Sellars

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

II. New Business

a. **Provisional Ballots from the November 2, 2010 General Election** – 16 Provisional Ballots were voted at the Polls in the General Election.

1. Melline Wimberly had no ID at the poll. She came into the office and presented her ID. Her ballot was accepted.
2. Tiffany Lynette Smith has no registration record in the office or with the DMV. Her ballot was rejected.
3. Deshantia Denise Carter has no registration record in the office or with the DMV. Her ballot was rejected.
4. Andre Richardo Conner, Jr. has no registration record in the office or with the DMV. He may have tried to register to vote before he was 17 ½ years old. His ballot was rejected.
5. Tremayke Dexter Campbell has no registration record in the office or with the DMV. He registered to vote at the Primary Election in July but did not fill out his registration card correctly. His ballot was rejected.
6. Dollie Jones Brewer has no registration record in the office or with the DMV. Her ballot was rejected.
7. Tonya B. Lambert registered to vote 16 days after the October 4th cut-off date. Her ballot was rejected.
8. India Erving was a poll worker at the Climax precinct who did not vote before Election day since she was working out of her Attapulugus precinct. After much discussion, Wendell Cofer made a motion to reject the ballot since she was out of her precinct and Joe Sweet seconded the motion. All present approved.
9. Connie Snyder has no registration record in Decatur County and the computer shows she is registered in Miller County. DMV shows a Miller County address. Her ballot was rejected.

10. Lynishia Deshon Foster has no registration record in the office or with the DMV. Her ballot was rejected.
11. Anita Deloris Peterson has no registration record in the office or with the DMV. Her ballot was rejected.
12. Caleb Joseph Christie has no registration record in the office or with the DMV. His ballot was rejected.
13. Mukeshkumar Patel voted a provisional since the computer shows his citizenship was in question. He brought proof of his citizenship (an American passport and Certificate of Naturalization) into the office. His ballot was accepted.
14. Marilyn Clark's registration card shows a date of October 3, 2010. The Secretary of State's office received it on October 6, 2010. The Secretary of State's office advised acceptance of all registrations through October 8, 2010. Her ballot was accepted.
15. Cassandra Widner has no registration record in the office or with the DMV (doesn't even have a driver's license). She stated she registered when she was at UGA. Her ballot was rejected.
16. Mary Grace Griffin has no registration record in the office or with the DMV. She stated she registered when she was at UGA. Her ballot was rejected..

III. Other Business

- a. Wendell Cofer stated that a couple of deputies reported confusion with the West Danbridge precinct. A few voters stated they almost didn't vote. Dr. Chambers asked that it be reported to the County offices that our request after the Primary election to move the signage had not be done and really needed to be done before the General run-off.
- b. Dr. Chambers thanked everyone for how smoothly the General Election went even with some issues. Discussion took place about changes that need to be made with poll workers. Doris pointed out that next year we would be holding an election in November for SPLOST for School System and any city elections we're asked to handle. Discussion took place about possible places to hold Advance Voting outside the Elections office to alleviate confusion in the office for other election duties, such as Absentee voting. Dr. Chambers asked that we wait until the beginning of the year to deal with these issues since three board positions are up for "renewal". Dr. Chambers stated employee issues would need to be addressed at the next regular board meeting.

IV. Adjournment

With no other business to discuss, the November 5, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 1:06 p.m.

Decatur County Board of Elections and Registration Regular Monthly Meeting Summary

Friday, December 3, 2010

12:00 pm

Elections & Voter Registration Office Meeting Room

I. Call to Order

The Decatur County Board of Elections and Registration Regular Monthly Meeting was called to order at 12:00 pm with Chairman Ray Chambers presiding.

Present Board Members:

Chairman Dr. Ray Chambers
Vice-Chair Wendell Cofer
Lisa Reeves

Absent Board Members:

Keith Sellars
Joe Sweet, III

Present Staff:

Chief Election Official (CEO) Doris White
Clerk Erica Hamilton

I. Approve Minutes

a. Regular Monthly Meeting – September 14, 2010, Special Called Meeting – November 2, 2010, Regular Monthly Meeting – November 5, 2010

The minutes of the September 14th Regular Monthly Meeting, the November 2nd Special Called Meeting and the November 5th Regular Monthly Meeting – Wendell Cofer made a motion to accept the minutes and Lisa Reeves seconded the motion. The minutes were unanimously approved. There were no minutes for the October 14, 2010 Regular Monthly Meeting due to lack of quorum.

II. New Business

a. Military Ballot from the November 30, 2010 Run-off Election – 1SWAB ballot was returned to the office.

1. Julie E. Good returned her envelope for a SWAB ballot, however the envelope only contained the listing of write-ins from the General Election with no markings on the list. Her ballot was rejected.

III. Other Business

- a. Meeting with the Cities for conducting their local 2011 elections – At the Regular Monthly Meeting on January 11, 2010 we will ask that representatives from the City of Bainbridge, City of Attapulgus, City of Brinson, City of Climax and the Decatur County School Board. At that time Doris will have estimated costs to present to them.
- b. Discussion took place concerning the proposed security system the DA's office wants installed in the Annex.

IV. Adjournment

With no other business to discuss, the December 3, 2010 Regular Meeting of the Decatur County Board of Elections and Registration was adjourned at 12:10 p.m.