**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**February 23, 2023**

**Call To Order**

**Administrative Notes and Announcements**

The emergency meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Keith Sellars at 6:50 p.m., and stated that the meeting had been duly advertised in the newspaper, and on the appropriate building properly identifying the meeting date, time and location as required by governing laws. Vice-Chairman Beverly Holmes was unable to attend. Board member Johnny Brown attended via phone.

**Public Participation**: None

**Board Members present: Staff and others present:**

Board Chairman Keith Sellars Joyce Coddington, Chief Elections Official

 Linda Walton, Assistant Chief Elections Official

Board Member Dan Provence Margaret Bryant, Deputy Registrar

Board Member Johnny Brown (Via Phone) Suzan Yates, Jessie Willard, Melba Andrews

Board Member Gina Burke Patricia Williams, Valerie Bush

**Approved Minutes**

Board Member Dan Provence made a motion to accept the minutes from the February 03, 2023 regular meeting. Board Member Gina Burke seconded the motion. Motion passed unanimously.

**Budget**

Chief Elections Official Joyce Coddington advised the Board that the budget was at about 60% which is in line with where we are in the year. She also explained that the budget summary report was not available at the time of this scheduled meeting. Coddington assured the Board that the budget would be here for the next scheduled meeting.

**Old Business**

1. **Proposed Budget 2023-2024**

Coddington and Walton presented the Board with a proposed budget for the next physical year. Coddington pointed out a few items that stood out, such as contractor budget, upcoming elections, and certifications (both local and National). Board member Gina Burke asked about the National certification location and dates. Coddington explained at this time the only classes for National Certification this year is in July and is an in-person class located in Milwaukee Wisconsin. Board Member Dan Provence inquired about the $4000.00 in the food budget for the next year. Coddington replied that the extra is for food for contractors working the elections and for a possible poll worker appreciation luncheon. Board members also asked about the Building and Maintenance proposed budget regarding the fairgrounds roof and VFW paving of the handicap parking. Coddington explained that her and Walton spoke to the head of maintenance regarding the roof and was told that if we wanted the roof fixed properly, the budget needed to be increased. Chairman Sellars was concerned about the increase in contractor pay from $50,000 to $85,000.00. Coddington explained that she felt the extra contractor pay is necessary, because there are elections coming in November 2023 and the Presidential Primaries are scheduled at the beginning of next year. Coddington also stated that she would like to be more financially prepared due to the turnouts in the November and December elections the prior year.

1. **Executive Session**

The motion was made by Board Member Burke and seconded by Board Member Provence to begin the executive session. The motion passed unanimously.

Chairman Sellars explained to all in attendance that the Board would be in executive session to discuss staff proposed salaries. Executive session began at 7:04 p.m. and lasted 16 minutes. Chairman Sellars brought the meeting back into session at 7:21 pm. Board member Gina Burke read from the minutes of the session. A motion was made for the CEO and Asst. CEO to receive a 4% raise in salary, beginning in July 2023. The motion also included an increase for Deputy Registrar Bryant to receive $18.00 an hour from her current pay of $16.50 an hour, also beginning in July 2023. The Board also made a motion for the staff to go through evaluations each year prior to pay increases. Chairman Sellars requested that the staff look into other counties about evaluations. Board Member Gina Burke made a motion and was seconded by Member Dan Provence. The motion carried unanimously.

1. **Dominion Warranty**

Chairman Sellars explained that the warranty was voted on by the Board by email, which had to be unanimous. The Board did vote unanimously to pay the current invoice and keep the warranty on all the equipment.

1. **GAVREO Conference**

The election’s staff (Walton, Coddington, and Bryant) expresses how much we learned by attending the conference in Jekyl Island.

1. **Six-month Review Coddington and Walton**

Chairman Sellars commended the staff on their hard work during the last six months and how much they have achieved in such a short period of time.

Adjournment:

Coddington asked the Board about the next meeting schedule whether a monthly meeting should continue during times without an election or to start quarterly meetings until the next elections. A motion was made by Burke to table the meeting question until the March 14, 2023 meeting and seconded by Provence. The Motion passed unanimously.

Motion to adjourn was made by Burke and seconded by Member Johnny Brown. Motion carried unanimously. Meeting adjourned at 7:43 P.M.