**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**June 13, 2023**

**Call To Order**

**Administrative Notes and Announcements**

The regularly scheduled meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman Keith Sellars at 6:30 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. Board Member Gina Burke was unable to attend.

**Public Participation**: None

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

Board Chairman Keith Sellars Joyce Coddington, Elections Supervisor Board Vice Chairman Beverly Holmes Linda Walton, Assistant Elections Supervisor Board Member Dan Provence Margaret Bryant, Deputy Register Board Member Johnny Brown Megan Phillips, Rebecca Harrell, Valerie Bush

Suzan Yates, Melbah Andrews, Edith Miller, Emma Sales

**Approved Minutes**

Board Member Johnny Brown motioned to accept the minutes from June 13, 2023, regular meeting. Vice Chairman Beverly Holmes seconded the motion. The motion passed unanimously.

**Budget**

Election Supervisor Coddington advised the Board that the new budget was sent by the County Clerk which has some modifications made by the Administration office. Coddington explained that the changes that were made to the new budget were in personnel services (salaries). Coddington also stated that she would get some clarifications and the breakdowns of each staff member from the admin office. Chairman Sellars questioned why the retirement contributions had a zero balance for the new physical year. Coddington was unsure and said that she would ask the County Clerk. Chairman Sellars read through the new proposed budget highlighting the significant changes in the new budget from last year’s budget. Chairman Sellars announced the current budget of $365,940 and the new proposed budget of $407,839 with a difference of $41,899. Board Member Johnny Brown asked Coddington about replacing the carpet in the office. Coddington stated that the floors had been ordered prior, but due to the $1000.00 rule, the floors had to be returned. She also said that we would need to get more estimates now and get the admin office to approve the purchase. Coddington advised the Board of some leaks that happened recently where water flooded the basement, the tabulator room, and Ems room. Chairman Sellars advised Coddington to get with Dominion to have the machines checked out before the next election to ensure no issues would arise.

Vice Chairman Holmes asked Coddington about indirect allocation cost and what it was. Coddington stated that the indirect cost allocation is for the admin office to perform our accounting and budget. Board Member Provence asked about the budget for water and why it changed. Coddington advised that at the end of the year, we had not used all of our budget for water, so it was reduced to allocate the difference to another line item in the budget. The issue of the water heater not working came up and Coddington advised she would have maintenance come and check the water heater.

**Old Business**

1. **Sterling IT Contract**

Coddington presented the Board with a copy of the contract with Sterling IT. Board Member Provence asked which line item in the budget it would be on, and Coddington advised it would fall under software support.

1. **UPS Batteries**

Coddington advised the Board that the UPS Batteries that were going to be provided by the state didn’t go through, so therefore it is a possibility that the counties would be responsible for the cost of new ones. Coddington also advised the Board that as soon as we get a model number from the state, we could have Sterling look into the cost of newer lighter UPS Batteries.

1. **Office Maintenance and Improvements**

Coddington explained to the Board that improvements to the office would make a big difference in how the office looks and feels. She also explained some of the planned changes that the staff would like to make, such as flooring and window blinds on the main floor. Chairman Sellars agreed that the building should be maintained.

**New Business**

1. **KNOWink Stands and Printers**

Coddington presented the Board with estimates for the new Knowink Stands and printers that were tested and used during the January election. Coddington advised the Board that it would now be the responsibility of the counties to purchase or not purchase the stands and printers. Coddington added that it was not a requirement for the counties to have these stands and printers due to the Epulse program working in conjunction with the GARVIS program, but having the printers would provide a paper trail during elections. Coddington explained that the county would only need 10 because these would only be used in the advanced elections and would not go out to the precincts. Vice Chairman Holmes asked about the warranty on the printers and Coddington advised that she was not sure about the length of the warranty, but was confident that in case of a breakdown Knowink would repair the printers. Chairman Sellars expressed that the Board would like to do what the state has recommended. Deputy Register Bryant asked about the EasyVote program that was used in the past. Coddington advised that we do still have EasyVote, but using EasyVote during the advanced voting would create a double work situation. Using Easy vote in conjunction with the poll pads and Epulse would mean the poll workers would have to check in a voter twice once in the EasyVote system and once in the Poll pad, not to mention the extra work for the staff. Coddington said that the staff looked into the pros and cons of keeping EasyVote. Coddington explained that EasyVote has not been used to its full potential and is in the process of speaking with David at KNOWiNK to get special training on the system so we can decide what is good to keep and what to get rid of and possibly save money in the process. Chairman Sellars asked that everyone on staff participate in the training.

1. **Cellular Data Plan**

Coddington presented the Board with an e-mail from Blake Evans (SOS) with the requirements for the usage of cellular poll pads during the elections. The email states that it is required for the counties to use the cellular poll pads during the advance voting and it is strongly suggested to use cellular at the precincts. The cost of the cellular data would be the responsibility of each county. Chairman Sellars explained that he felt that the state wants the cellular poll pads to be used at the precincts. Vice Chairman Holmes asked what the Epulse program monitors to justify the cellular poll pads on election day. Coddington advised that it allows the staff to see the status of each poll pad deployed and if it is having a problem, and we can also see how many check-ins each poll pads have. Chairman Sellars expressed that since we have already been using the Epulse program then we should keep doing the same and the cost is the only thing that has changed. Chairman Sellars asked for a motion on the use of cellular poll pads on election day. Board Member Provence motioned and Vice Chairman Holmes seconded and the motion carried unanimously.

1. **Office Printers (quote from Sterling IT)**

Coddington presented the Board with a quote for new desktop printers. Coddington explained that the current printers were smoking and not working properly. The staff asked Gabe from Sterling IT to get a quote on printers that had the same functions as the current printers. The quote was for 3 Epson Printers for $627.00, he also included the cost of ink replacement. The Board discussed the cost of the ink and decided that the 10,000-page cartridge was the better buy and agreed to purchase the printers. Chairman Sellars asked for a motion on purchasing the printers and ink refills from Sterling IT. Board Member Johnny Brown motioned and Board Member Dan Provence seconded and the motion carried unanimously.

1. **Coliseum/Conger Gym/Dollar General Building Shotwell St.**

Coddington presented options for moving the Coliseum Precinct because the Board of Education will not be repairing or remodeling the building and the cost to repair the ac is $500,000. The Board of Education offered the Conger Gym to the Elections office at no cost. Coddington also presented the Dollar General building and the costs of leasing the building and the repairs needed to get the property ADA-compliant. Asst. Elections Official Walton added that all storefronts were going to present that same problem with cost and repairs. Many other buildings were suggested, but none were a good option. Walton pointed out that the Coliseum has good parking because it was built for sporting events. Board Member Brown suggested that parking can be addressed, Chairman Sellars agreed and asked the staff to talk with the city regarding the parking situation. Coddington advised that if the goal was to move the precinct by the November election a decision needs to be made soon.

Coddington and Walton agreed to look into talking with the city regarding parking. Chairman Sellars asked if anyone had a suggestion for a new location to speak with the staff.

Coddington asked the Board about the next scheduled meeting. The Board agreed to meet in July to be able to move forward with the possible move of the Coliseum precinct. Chairman Sellars asked for a motion for the July meeting. Board Member Provence motioned to have a meeting in July and Board Member Brown seconded and the motion carried unanimously.

Chairman Sellars asked for a motion to adjourn. Board Member Provence motioned to adjourn and Board Member Brown seconded and the motion carried unanimously.

Adjourned 7:48 P.M.