**Decatur County Board of Elections and Registration**

**Decatur County Elections Office, Courthouse Annex**

**122 W. Water St.**

**Bainbridge, GA 39817**

**March 14, 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 6:32 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 Dan Provence was unable to attend. Chief Elections Official was not able to attend due to an injury that occurred earlier that day.

**Public Participation**: None

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

Board Chairman Keith Sellars Linda Walton, Assistant Chief Elections Official

Board Vice Chairman Beverly Holmes Margaret Bryant, Deputy Register

Board Member Johnny Brown Emma Sales, Melbah Andrews, Suzan Yates

Board Member Gina Burke Jessie Willard, Rebecca, and Charles Harrell

Patricia Williams, Kelvin Bouie

**Approved Minutes**

Board Member Gina Burke motioned to accept the minutes from February 23, 2023, regular meeting. Board Member Johnny Brown seconded the motion. The motion passed unanimously.

**Budget**

Assistant Chief Elections Official Linda Walton advised the Board that the proposed budget was adjusted in some areas to accommodate a new proposal from Sterling IT and to travel to account for any travel for training and equipment rentals. Walton explained that the current remaining budget was at 26% and that the budget for Building & Grounds went from 100% remaining to 48% remaining because the electric bill had not been taken out the whole year therefore it currently stands at $10,265.70 remaining. Walton informed the Board that the budget also changed due to the contractors’ checks being just added to the budget from January 31, 2023, Special Election.

Chairman Keith Sellars asked Walton why the overtime and contract labor were over budget. Walton explained that the overtime was due to the elections in November, December, and the Special in January which was not accounted for in the budget. Walton said the food budget was also over budget due to accommodating the extra election. Board Member Johnny Brown inquired about the small equipment. Walton explained that small equipment included printers, shredders, etc. Walton stated that a shredder was purchased that put the budget over for small equipment. Vice Chairman Holmes asked for clarification on the machinery and equipment line item used. Walton explained that this would be for election equipment such as BMDs, Poll Pads, etc. The Board asked about the indirect cost allocation line item on the budget. Chairman Sellars asked the staff to get with the administration office and find out exactly what exactly this line item is for. Walton agreed.

**Old Business**

1. **Six Month Review Coddington & Walton**

Chairman Sellars advised the Board would be reviewing the prior meeting’s personnel salaries again because the numbers on the prior proposed budget for personnel were incorrect. Chairman Sellars explained that the issue would go into Executive Session.

1. **Quarterly Meeting**

Chairman Sellars asked for a motion regarding going into quarterly meetings. Member Burke made a motion to move to quarterly meetings. Vice Chairman Holmes seconded the motion. The motion passed unanimously. It was decided the next meeting will be in July 2023.

**New Business**

1. **Sterling IT Contract**

Sterling from Sterling IT went over the proposed contract for managing the office’s information technology. Sterling explained everything that his company covers under the new contract. He also explained the monthly cost of $750. The decision was made that the $750 contract would be the best plan for the Elections office. Member Burke made a motion to move forward with the $750 contract. Vice Chairman Holmes seconded the motion. The motion passed unanimously. Walton asked Sterling to provide the staff with the new contract.

1. **Coliseum Precinct**

Walton advised the Board that the Coliseum Precinct has been in disrepair for the last 3 elections. The Coliseum air conditioning and heating are not in working condition and the building itself is in need of repair. Walton explained that she and Coddington felt like this was a good time to search for a better location within the precinct boundaries. Walton asked the Board for assistance in finding a proper location. Chairman Sellars suggested that the staff contact the Board of Education in regards to repairing the building. Member Burke believed that the Board of Education would not repair the building due to cost. Walton agreed to get in contact with the Board of Education regarding repair with the goal in mind to have everything completed by the November election.

1. **UPS Batteries**

Walton advised the Board that some of the UPS Batteries are failing. Walton informed the Board that the State did not get the money approved to replace all the UPS batteries with new ones. She also stated that the State approved half of the $4 million dollar budget, but it would not cover every county. Chairman Sellars asked the staff to look into pricing some new batteries through Sterling IT. The staff informed the Board that the State was looking into getting different batteries that were smaller because the current batteries are bulky and very heavy.

1. **Office Maintenance and Improvements**

Walton informed the Board that the staff was looking into getting the carpet removed and installing new vinyl plank flooring that would match the current hardwood in the offices. Walton explained that they were looking into the most economical and durable options for the flooring. So far, the staff has looked into Home Depot and Stones for the flooring. This new flooring would be installed in all of the offices on the main floor as well as the hallway. Walton also stated that the staff was looking to replace the old office blinds. The staff agreed to advise the Board on the cost to replace and repair these items.

1. **Executive Session**

Chairman Sellars explained to all in attendance that the Board would be in an executive session to discuss staff proposed salaries. The executive session began at 7:24 p.m. and lasted 22 minutes. Chairman Sellars brought the meeting back into session at 7:46 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 immediately.

Adjournment—7:47 pm

Motion made by Burke and seconded by Brown. The motion passed unanimously.