

Decatur County Board of Elections and Registration
Decatur County Elections Office, Courthouse Annex
122 W. Water St.
Bainbridge, GA 39817
August 09, 2022

Call To Order

Administrative Notes and Announcements

The regular meeting of the Decatur County Board of Elections and Voter Registration was called to order by Board Chairman 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 Dan Provence could not attend.

Public Participation: None

Board Members present:

Board Chairman Keith Sellars
Vice Chairman Beverly Holmes
Board Member Johnny Brown
Board Member Gina Burke

Staff and others present:

Joyce Coddington, Interim Chief Elections Official
Margaret Bryant, Clerk of Voter Registration
Poll workers: Melba Andrews, Valerie Bush,
Evelyn Severson, Becky Harrell, Suzan Yates
Patricia Williams, Edith Miller, Emma Sales,
Roxanne Whidden
Member of Public: Meghan Hickman

Approved Minutes

Board Member Gina Burke made a motion to accept the minutes from the July 12, 2022, regular meeting. Vice Chairman Beverly Holmes seconded the motion. Motion passed unanimously.

Budget

Interim Chief Elections Official Joyce Coddington reviewed the current budget. The ideal remaining should be 99 percent. Coddington said this was due to the beginning of the new physical year. Coddington also expressed that the budget would change over the coming months for the November election.

Old Business

A. Alarms Installed

Coddington advised the Board of the successful installation of the new alarm systems at the Annex and Fairgrounds location as well as a discount on the cost of monitoring the buildings.

B. Job Descriptions/Qualifications for open positions

Chairman Sellars presented to the Board proposed job descriptions and qualifications for the open positions of CEO and Assistant CEO. Vice Chairman Holmes stated the job descriptions should remain on file for future reference. Coddington agreed and stated the finalized copy would be on file. Board Member Gina Burke made a motion to adopt the job descriptions and qualifications that Chairman Sellars presented. Vice Chairman Holmes seconded the motion and the motion carried unanimously.

Chairman Sellars entered a motion for Interim CEO Coddington to post the positions as open and propose a date before the next meeting for interviews. Chairman Sellars also encouraged poll workers who were interested in the positions to apply. Board Member Burke suggested a date of September 6th for the deadline; the week prior to the meeting on September 13th, 2022 which would mean advertising for 3 weeks. Board Member Burke motioned the deadline to apply would be September 6th at noon with interviews to follow that evening. Vice Chairman Holmes seconded the motion and the motion carried unanimously.

Chairman Sellars then instructed Interim CEO Coddington to get the jobs posted as soon as possible. Coddington agreed to get jobs posted and let the Board know by email when it was completed. Chairman Sellars stated that interviews would be completed before the next Board Meeting on September 13th, 2022. It was agreed to by all members to add the salary ranges to the postings. The Board also discussed some logistics of the interview appointments.

C. Postage Grant received from Secretary of State

Interim CEO Coddington stated that before the May election we had spent over \$7000 on postage for Precinct cards. The Secretary of State offered a grant to which we applied and received a check for \$5901.28 which was given to the admin office.

D. BMH Sign advertisement

Interim CEO Coddington advised the Board that Bainbridge Memorial Hospital granted us permission to advertise the election on the sign out front free of charge. The advertisement will run from now until the end of early voting.

E. Interim CEO Salary

Chairman Sellars announced the board had made a decision for the Interim CEO position that Coddington was appointed; the salary was \$40,000.00 yearly.

Chairman Sellars acknowledged our guest Meghan Hickman the Democratic Party Liaison.

ADJOURNMENT:

Vice Chairman Holmes motioned for adjournment; Board Member Brown seconded the motion. The motion carried unanimously. Time of adjournment 6:55pm