

Decatur County Board of Elections and Registration

Decatur County Elections Office, Courthouse Annex

122 W. Water St.

Bainbridge, GA 39817

July 12, 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 6:31 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. All Board Members were in attendance.

Public Participation: None

Board Members present:

Board Chairman Keith Sellars

Vice Chairman Beverly Holmes

Board Member Johnny Brown

Board Member Dan Provence

Board Member Gina Burke

Staff and others present:

Carol P. Heard, Chief Elections Official

Joyce Coddington, Assistant Chief Elections Official

Margaret Bryant, Clerk of Voter Registration

Poll workers Melba Andrews, Suzan Yates,

Emma Sales, Evelyn Severson, Becky Harrell

Approved Minutes

Dan Provence made a motion to accept the minutes from the June 24, 2022, regular meeting. Board Member Johnny Brown seconded the motion. Motion passed unanimously.

Budget

Assistant Chief Elections Official Coddington reviewed the current budget. The ideal remaining should be 8 percent. Coddington said that the Elections Office should be within budget for the prior year (July 1, 2021 to June 30, 2022).

Old Business

A. Contract Labor 2021-2022

Chairman Sellars compiled a spreadsheet of contract laborers that worked for the Elections office in the year 2021-2022 that provided the total amounts that each contract laborer received. Vice Chairman Holmes expressed that she would like to have the contract labor hours distributed more evenly among the poll workers.

B. Alarm Systems in Elections Office and Fairgrounds

Assistant Chief Elections Official Coddington proposed an upgrade to the alarm systems to make the buildings more secure with less pass codes and keys given out. Coddington also said the cost would be \$480 per building as well as a monitoring fee of \$36.95 per month for Alarm.com. Chairman Sellars expressed concern about the monthly fees for these buildings. Chairman offered a motion considering the one fee already being paid to approve the new alarms and Member Burke seconded the motion. Motion passed unanimously.

C. Resignation of CEO Heard

Chairman Sellars read aloud the resignation letter given by Heard and stated the Board had accepted the resignation.

D. Executive Session—Personnel

Chairman Sellars called for an executive session for the issue of personnel with Heard resigning. The session was called at 6:56 pm and ended at 7:16 pm. During the 20 minutes session it was discussed that Assistant Chief Coddington would step up in the event of the CEO leaving as stated in the job description. The Board stated that Coddington's work ethic and commitment to the job has proven her worthy of the task of Interim CEO. Therefore, Coddington would become Interim CEO until the position can be advertised and interview process completed. Coddington was asked if she would like the position on the interim basis. Coddington expressed she would take on the position. The motion was made by Chairman Sellars and seconded by Vice Chair Holmes motion passed unanimously.

Also discussed in the session was the issue of filling the Assistant Chief's position. It was decided that Coddington would contact poll workers /contract laborers with some elections experience to hold a temporary full-time position until the Board can advertise and interview to fill the permanent position. Motion was made, Holmes seconded. Motion passed unanimously.

After executive session, Coddington was instructed to prepare job descriptions in order to advertise the positions as soon as possible.

Coddington asked about pay for the temporary position of Assistant CEO and Board discussed the pay should be comparable to the current pay of the position. Board also discussed pay for the Interim position, and decided upon getting more information from the Administration office on the range of pay for the position itself.

Adjournment -- The meeting adjourned at 7:31 p.m.