

## State of Georgia

### County of Henry

The Henry County Board of Elections and Registration held a Regular Public Meeting at 1:00 p.m. on Wednesday, August 7<sup>th</sup>, 2019 in the Conference Room, of the Elections and Registrations Building, 40 Atlanta Street, McDonough, Georgia. Notice of this meeting was posted in the entrance foyer of the Elections and Registration Building. The Daily Herald was notified of this meeting. Those present were:

Dan Richardson, Chair and Republican Party Appointee

Donna McBride, Vice Chair and Democratic Party Appointee

Andy Callaway, Republican Party Appointee

Mildred Schmelz, Democratic Party Appointee

Arch Brown, Board of Commissioners Appointed

Also attending was: Tina Lunsford, Elections and Registration Supervisor, Grayson Davis, Marie Thomas.

#### **I. Call to Order**

Chair Richardson called the meeting to order.

#### **II. Acceptance of the Agenda**

Chair Richardson called for the acceptance of the agenda. Board Member Callaway made the motion to accept the agenda; Vice Chair McBride seconded. The motion carried 5-0-0.

### **III. Approval of the July minutes**

Chair Richardson called for the acceptance of the July minutes. Board Member Schmelz made the motion to accept the minutes; Board Member Callaway seconded. The motion carried 5-0-0.

### **IV. Recognition of Marie Thomas**

Board Member Schmelz presented Marie Thomas with a certificate of appreciation recognizing her past service as a Chair and Board Member of the Board of Elections.

Chair Richardson presented Marie Thomas a plaque of appreciation for her years of dedicated service.

Marie Thomas thanked the Board for the certificate.

### **V. Update from the County Manager's office**

Chair Richardson introduced and welcomed the County Manager Cheri Matthews and Deputy County Manager Brad Johnson.

The County Manager thanked the Director for her presentation on election and voter registration statistics.

The County Manager stated that the Henry County Citizen's Academy started the previous day and she agreed to adding the Elections Department as a presenter for the 8 week course.

The County Manager updated the Board on the communication process for new development coming into the county. She stated that she would add the Director to the list that will receive a monthly update regarding development permits issued. In addition, she would ask the Tax Department to provide similar data after homes in the new development are sold.

The Deputy County Manager updated the Board on the capital projects. He stated that they are trying to acquire a building for the Elections Department. He stated that the building will have plenty of parking and will be designed to be

optimal for the Elections Department. The Board discussed and stated that this is a huge priority to them and asked when the transition would be. The Deputy County Manager stated that if the property is purchased, designing the interior of the building will be a priority.

The Deputy County Manager discussed continuity of operations. He stated that the County performed well during the cyber incident. He stated that the county is approximately 95% operational. He then stated that all departments will be submitting a continuity plan in case there is another event. The Board discussed and inquired about including Elections and Registration in future table top and live drill exercises and the Deputy County Manager agreed this would be done.

The Deputy County Manager stated that the county is doing a new process. There will be monthly budget meetings with each department. He stated that this will allow the county to track department's needs. The County Manager stated that positions that were requested for the new budget can be filled now. She stated that any promotions or non-budgeted positions would need to be approved by the County Manager's Office. The Board discussed and stated that they would like to have an Assistant Director and Executive Assistant position add to the department. The Board inquired if the department would be able to use non-paid interns from Clayton State University in the office. The County Manager stated that any interns would have to go through the Human Resource's application process and that a job description would be required. The County Manager also stated that she would have to verify if there are legal regulations for the Assistant Director. She also stated that if the Director chooses to have a part-time Executive Assistant, a different position would have to change.

## **VI. Old Business**

Chair Richardson stated that he, Vice Chair McBride and staff visited the Tussahaw polling location. He presented pictures of potential issues that they noticed. The Board discussed the potential safety issues and inquired whether repairs could be done. The Board then discussed the polling location for Shakerag. The Director stated that the office has been unresponsive to telephone calls. The

Board discussed and decided to keep the locations the same for the upcoming election and to gain voter input on any possible changes.

Chair Richardson stated that he talked with Representative Mathiak. He stated that she had indicated the state is planning to cover all costs for the new voting units. The Board discussed the printing services that will be required with the new voting units. The Director stated that the office will have to find a vendor because the office can't use the Ballot on demand printer with the new voting system.

Chair Richardson stated that Representative Mathiak is the chair of the Henry County Legislative Delegation. She believes the delegation will support the proposed legislation change regarding the Directors Term and the Board of Commissioners Appointee if the Board of Commissioners supports the proposed legislation with a Resolution. The Board discussed and signed a letter to be sent to the Board of Commissioners urging their support and a request for a Resolution of Support.

Chair Richardson presented a proposed Memoranda of Understanding (MOU) for services through Penske. The Board discussed and decided to use the proposal MOU until they are able to draft an official RFP for the future. Board Member Schmelz made the motion to work with Henry County to create a MOU between Penske and the Board of Elections for the transportation of election equipment. Vice Chair McBride seconded. The motion carried 5-0-0.

## **VII. New Business**

Chair Richardson asked the Director for an update regarding email accounts for the Board. The Director stated that the Deputy County Manager explained earlier that the county is working to regain email. She stated that the email will be web-based from now on and that she would notify the Board when email is available again.

Chair Richardson stated that he would like for the Board to take a tour of the Polling Locations. The Board discussed visiting the new polling locations.

Board Members Schmelz and Callaway excused themselves at 3:02. Chair Richardson suggested taking a 5 minute break. The Board voted 3-0-0 to recess for 5 minutes. The Board reconvened at 3:07.

The Board completed the discussion regarding touring Polling Locations and decided to take a tour of the new polling locations on August 22<sup>nd</sup>.

### **VIII. Supervisor Report**

The Director stated that after the cyber incident the department is approximately 1500 applications behind but expects to be caught up soon.

The Director presented to the Board the flyers regarding the November election and the brochures recruiting poll workers.

The Director stated that there will be a State Election Board case regarding an incident in 2017. She stated that there was a woman on the ballot in California but voted in Henry County in 2016. The Board discussed the situation and asked if there were any repercussions for the department. The Director stated that the department did everything correctly.

The Director stated that qualifying for the Tax Commissioner office will be August 26<sup>th</sup> through August 28<sup>th</sup>. She then stated that the Tax Commissioner will be on the same ballot as the SPLOST and brunch bill question.

The Director presented a schedule for early voting. She stated that this is based on the city that requested the most early voting days and time. The Board discussed who covers the cost of the early voting satellites. Vice Chair McBride made the motion to change the schedule to open all early voting locations on Saturday October 26<sup>th</sup> and to accept the schedule as modified. Board Member Schmelz seconded. The motion carried 5-0-0.

The Director stated that there are 3 polling locations left to visit for the ADA compliance checklist. She stated that other than additional signage, the polling locations were good.

The Director stated that she did a presentation at three (3) cities and to the Board of Commissioners regarding the upcoming election. She stated that the presentations were well received.

**IX. Public Comments**

Marie Thomas thanked the Board for an informative meeting.

**X. Board Members closing remarks**

The Board made their closing remarks.

**XI. Chair closing remarks**

Chair Richardson made his closing remarks.

**XII. Announcement – Next board meeting on September 11<sup>th</sup>, 2019**

Chair Richardson announced the date, time and location of the next meeting.

**XIII. Adjournment**

Board member Schmelz made the motion to adjourn; Board Member Callaway seconded. The motion carried 5-0-0.