

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 1st, 2018 in the Conference Room, of the Elections and Registration 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:

Mildred Schmelz, Chair and Democratic Party Appointee
Dan Richardson, Vice-Chair and Republican Party Appointee
Jon Kirkpatrick, Democratic Party Appointee
Andy Callaway, Republican Party Appointee
Arch Brown, Board of Commissioners Appointee

Also attending was: Tina Lunsford, Elections and Registration Supervisor, Grayson Davis, Yasmin Taylor, Voter Protection Volunteer with the Democratic Party, Dana Lemon and Pete Peterson.

Call to Order:

Chair Schmelz called the meeting to order.

Acceptance of the Agenda

Chair Schmelz called for the acceptance of the agenda. Board Member Kirkpatrick made the motion to accept the agenda; Board Member Callaway seconded. The motion carried 4-0-0.

Approval of the July minutes

Chair Schmelz asked for a correction to be made to the July minutes. Chair Schmelz called for acceptance of the amended July minutes. Board Member Brown made the motion to accept the minutes as amended; Board Member Kirkpatrick seconded. The motion carried 4-0-0.

Update Board on the July Runoff Election

The Supervisor stated that there were some issues with the schools. These included issues with the availability of parking and school staff awareness of the Election. She stated that she had contacted the Facility Director and was assured that these issues won't happen in November.

Vice-Chair Richardson joined the meeting.

The Supervisor informed the Board that the trucks reserved for the delivery of the voting equipment were late. She stated that we have talked with Penske and they have assured that the situation will not happen again. The situation was due to a shortage of trucks across the state of Georgia. The Board discussed possible options; these included drafting a letter, entering an official contract and proceeding with another company. The Board decided to include the topic in the next meeting for further discussion.

Board Discussion on 2018-2019 Board of Elections & Registration priorities

Chair Schmelz distributed a document with a list of suggested priorities for the Board, listed in order of importance. The Board explained the purpose of each suggested priority and that it was composed in conjunction with the Director after reviewing issues in the July election. The Board discussed adding an additional item regarding early voting hours and locations, but decided not to proceed.

The Board discussed the merits of working with the Henry County Council on Aging on expanding services for the elderly. This included potential transportation, training on the voting process, advertisement, assistance with registering to vote and applying for absentee by mail ballots. The Board decided to amend the list by adding transportation to the polls for elderly voters. Chair Schmelz asked the members of the Board to sign the finalized letter that will be sent to the Henry County Council on Aging.

The Board also discussed expanding recruitment efforts for poll workers. This involved the possibilities of new fliers and notices placed in the paper. The Board wants to make sure that all citizens know that they are eligible and desired as poll workers, regardless of their nationality or any disabilities. They also discussed reaching out to retired teachers as possible workers.

Chair Schmelz asked for a motion to adopt the priorities. Vice-Chair Richardson motioned to adopt the amended list of 2018-2019 priorities as presented by Chair Schmelz; Board Member Kirkpatrick seconded. The motion carried 5-0-0.

The following is the amended document of 2018/2019 priorities:

HENRY COUNTY BOARD OF ELECTIONS

2018/2019 PRORITIES

1. *Joint meeting with Henry County Board of Commissioners (i.e. Budget, location of main office, early voting locations, etc.);*
2. *Business Continuity Plan;*
3. *Polling Place changes;*
4. *Interactive Maps on website;*
5. *Hiring of Poll workers;*
6. *Education of Voters;*
7. *Handicap Parking (schools);*
8. *Signage;*
9. *Free Elections Advertisements;*
10. *Citizens Academy;*
11. *Transit for Senior Citizens (to and from polling places).*

Board discussion regarding procedures for public comments

The Board began discussion by noting the increase in public comments due to an increase of interest in the elections. It was stated that the previous example of only recording the speakers name and topic should be continued. It was then proposed that the speakers sign in and write their name, topic and address on a form. It was also mentioned that the section should be located at the end of the meeting. The Board continued discussing procedures and how to enter comments into minutes.

Vice-Chair Richardson made the motion to adopt a new process for public comments and in doing so capture the names of the individuals speaking in the minutes of the meeting to include if they are for or opposed to a particular issue that's being discussed. From a procedural standpoint, that we create a sign in sheet and capture the individual's name, subject matter or topic that they wish to discuss and that we have an optional space for them to provide their address. Lastly, that we limit public comments to 2 minutes per person. Board Member Brown seconded. The Board discussed moving the public comment section to earlier in the agenda. The Board decided to allow the Chair to determine the timing of the public comment section based on the issues being presented. After discussion, the motion carried 5-0-0.

Board discussion on the Bill changing the Supervisor's term

Board Members Brown and Callaway presented the proposed bill to change the Supervisor's term of office. The Board discussed the proposed bill and then requested the Director to send the proposed bill to the County Attorney for review to proceed to the next step. This action was voted on in a previous meeting.

Board discussion on the Business Continuity Plan

Vice-Chair Richardson distributed a copy of the Business Continuity Plan to the Board and described the purpose of the plan. He also explained how to complete the paperwork so that the Board can proceed in future discussions regarding the Business Continuity Plan. The Board discussed each of the topics and possibilities. During this session Board Member Callaway excused himself for a 3 minute break.

New Business

Chair Schmelz asked if there was any new business with the office. The Supervisor explained that there will be 3 annexations on the November Ballot. She also explained about the short time frame to complete the work and possible problems. The Board then discussed ramifications of the issues and possible reimbursement.

Public Comments

There were no public comments.

Announcement – Next board meeting on September 5th, 2018

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

Executive Session pertaining to personnel matters

Board Member Brown motioned to move into executive session; Board Member Callaway seconded. The motion carried 5-0-0

Reconvene

The Board reconvened to the original meeting.

Adjournment

Board Member Brown made motion to adjourn; Board Member Richardson seconded. The motion carried 3-0-0.