

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 5th, 2020, held on Zoom. Notice of this meeting was posted in the entrance foyer of the Elections and Registration Building and on the County website. The Daily Herald was notified of this meeting. Those present were:

Donna McBride, Chair and Democratic Party Appointee

Andy Callaway, Vice Chair and Republican Party Appointee

Arch Brown, Board of Commissioners Appointee (joined meeting at 1:04PM)

Mildred Schmelz, Democratic Party Appointee

Also in attendance: Director Ameika Pitts, Terrika Davis, and Brook Schreiner.

I. Call to Order

Chair McBride called the meeting to order.

II. Acceptance of the Agenda

Board Member Callaway made the motion to accept the agenda; Board Member Schmelz seconded.

III. Board approval of the minutes

Board Member Callaway made the motion to accept the June minutes with the grammatical corrections.

IV. Elections and Voter registration Location

- A. Chair McBride spoke on the need for a new location for the Board of Elections and Voter Registration. County Manager Matthews commended Director Pitts at the last Board of Commissioner's meeting presenting the needs of the Board of Elections and Voter Registration. County Manager Matthews explained that she asked the Board of Commissioners to authorize her to come up with a design for a new building and to find a temporary building until a new building is built. She stated that she recommended to the Board of Commissioners the 10-acre tract of land owned by Henry County off Highway 20/81 and Phillips Drive, catty-corner to where the old Elections building used to be. Board Member Schmelz asked about the time involved once the Board of Commissioners decides to move forward with construction of a new building. County Manager Matthews stated that the Board of Commissioners did approve of a \$19 million financial package, which includes funding for a new facility for the Elections Office, and that it will take two years to get a building constructed. Board Member Schmelz asked what the county's role is in assisting in finding a temporary building that will accommodate voters. County Manager Matthews said if the staff can provide what accommodations are needed in a building, then she would get with the Facility Maintenance team on identifying a building. Deputy County Manager Johnson stated that he would get with Director Pitts the following week to get details on what is needed in a temporary building. He continued stating that the Board of Commissioners is on board with renting a place, but finding a building that will accommodate the elections office within the McDonough City limits is what is holding up the process. Board Member Schmelz made a motion to move forward with giving Henry County the authority to start the design of a new building off Highway 20/81 and Phillips Drive; Vice Chair Callaway seconded. The motion carried 4-0-0. Chair McBride requested that Director Pitts and staff members help design the building. County Manager Matthews said yes, and stated that if any of the Board of Elections members know of any temporary buildings to let Director Pitts know as well. Chair McBride asked if getting into a temporary building was possible before the November 3, 2020 Election.

County Manager Matthews stated that she would make every effort to make it happen. Director Pitts said that she would gather all information needed and have ready by Thursday, August 6, 2020. Board Member Brown asked what the deadline would be in getting a temporary building for the November 3, 2020 Election. County Manager Matthews said that the Board of Elections would have to give her a deadline, and to give immediate temporary needs for the temporary locations. The Board discussed further and County Manager Matthews said that she would commit to getting back with Deputy County Manager Johnson and Director Pitts on the following Monday to follow up on getting a temporary location.

V. Old Business

- A. Director Pitts said that Grayson and Hunter went back to the areas of the plan that were not completed and completed them, and said that she was comfortable with passing it on to the Risk Management team to look over. She continued stating that they did a General Activation Action Plan for Emergency, and once they look over this plan and know that it is following all guidelines, there will be sub-areas added that would address particular situations. Director Pitts stated that once advised by Risk Management, she would update the Board of the plan. Board Member Schmelz said that there was no notification to Chair McBride or the Board Members and stated that the Board should be notified of any kind of disaster. Director Pitts said that she would revise the plan and add that the Board be notified. Chair McBride asked that Director Pitts keep the Board updated on the matter.
- B. Director Pitts stated that starting Friday, August 6, 2020, the Elections office would start the process of opening ballots from 10:00 AM to 4:00 PM. She also stated that she sent out the written process to the Board as well. Chair McBride asked if each member of the process of opening the ballots made aware. Director Pitts said yes they are aware. Chair McBride asked for a current count of Absentee Ballots. Director Pitts stated that as of Tuesday, August 4, 2020 there were 3,801 Absentee Ballots received. Board Member Schmelz asked what the chances were of getting additional scanners. Director Pitts stated that no more than 100 Absentee Ballots could be scanned at a time per the State and because of spacing, there is

only room for the one scanner. The Board discussed further and Chair McBride stated to find a temporary facility that can accommodate more than one scanner.

VI. Supervisor Report

A. Director Pitts stated that as of Tuesday, August 4, 2020 there has been 2,340 in-person voting Absentee (early voting).

1) Director Pitts stated that L&A was completed for all locations for Election Day.

2) Director Pitts stated that training went well and very successful. Chair McBride asked if all poll workers have gone through the training. Director Pitts said yes, all managers, assistant managers, and poll workers have gone through trainings. Chair McBride asked if there would be ongoing training for new poll workers. Director Pitts stated that they were eligible to come in during Early Voting and do hands on training.

3) Director Pitts stated that for the Red Oak Election Day precinct can move back to the Red Oak Church, but the Dutchtown precinct at First Baptist Church had to move from the Westside Campus to the Southside Baptist Network Building due to flooding. Chair McBride asked if anything was sent out about the location change at the Dutchtown precinct. Director Pitts said that there was a notice of this change on the Facebook page as well as the Henry County Elections website. Chair McBride asked if there is any other way to inform voters of this change like putting it in the local newspaper. Director Pitts stated that this switch is only for the run-off election.

4) Director Pitts stated that since it is a run-off election and depending on the size of the precincts, the office is sending out between 5-10 poll workers.

5) Director Pitts stated that there was 7,676 Absentee Ballot Applications processed, and 20 not processed due to a signature mismatch or a ballot style not selected. Board Member Schmelz asked if the office sent out applications out to all active voters in Henry County. Director Pitts said no. Board Member Schmelz asked what the State's position was in sending them out. Director Pitts stated that the State only sent applications out for the June 9, 2020 Elections, and that for the run-off, they were only sending out ballots to those of who were on the roll over list. Board Member Schmelz made a motion to send out an Application for an Absentee Ballot to all active voters in Henry County; Board Member Brown seconded. Chair

McBride was concerned with the cost of sending out an application to all active voters in Henry County, and if it is in the budget. Board Member Schmelz stated that the cost is contingent of the Board of Commissioner's approval, and that this would be for the November 3, 2020 Election. The motion carried 2-0-2 with Chair McBride and Vice Chair Callaway abstaining. The motion did not go through.

New Business

- A. Director Pitts mentioned having an area manager who will be responsible for a number of precincts within the same proximity whenever they need supplies or have any problems. She stated that she has set up a meeting with the budget liaison to see if this is within the budget. Vice Chair Callaway stated that he like this idea. Chair McBride asked Director Pitts to get any information about this position emailed out to the Board Members to review.
- B. Director Pitts stated that Board Members did not get paid between the last fiscal budget year entering into the new budget, and she apologized on behalf of the situation, and if any Board Members needed any information concerning payroll, that she has a contact that she will provide to the Board Members. Chair McBride thanked Director Pitts and to her understanding payroll is back on track.

VII. Public Comments

There were no public comments.

VIII. Board Members Comments

The Board members made their remarks.

IX. Announcement- Next board meeting is on September 2, 2020

Chair McBride announced that the next board meeting will be held on September 2, 2020 through Zoom.

X. Adjournment

Vice Chair Callaway made the motion to adjourn the meeting,
Board Member Brown seconded.