

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, June 6, 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, Vice-Chair and Democratic Party Appointee
Andy Callaway, Republican Party Appointee
John Kirkpatrick, Democratic Party Appointee
Dan Richardson, Republican Party Appointee

Also attending was: Tina Lunsford, Elections and Registration Supervisor; Brook Schreiner; Grayson Davis; Pete Peterson, Republican Party Chairman; Chaundra Lewis; Lani White; Cherice Hollis; Annette Edwards, District 5 School Board Member; and Herman Hammonds.

Call to Order:

Vice-Chair Schmelz called the meeting to order.

Acceptance of the Agenda

Vice-Chair Schmelz called for an acceptance of the Agenda. Board Member Richardson made the motion to accept the agenda; Board Member Callaway seconded. The motion to accept the agenda carried 3-0-0.

Approval of May minutes

Vice-Chair Schmelz called for acceptance of the May minutes. Board Member Callaway made the motion to approve the minutes; Board Member Richardson seconded. The motion carried 3-0-0.

Vice-Chair Schmelz had all board members, staff, and public to introduce themselves before the start of agenda items.

Discussion regarding May Primary/Nonpartisan General Election

Tina stated that the Election was a success but there was a hiccup with the rental trucks being on site when the drivers arrived at Home Depot. Because the trucks were not ready, the office was charged for half of the rental fees. Instead of being charged almost \$1900 we were billed \$754.00 for three trucks for all three days. The only down side was that delivery of the voting equipment did not begin until eleven o'clock and some of the secretaries at some of the churches we use as polling locations work half days on Monday. Penske did apologize and assured that going forward, the trucks will be available. The same situation happened in January with the trucks not being ready. Tina suggested Penske get one more chance and if there is the same issue, the office will look for an alternate method of delivery of the voting equipment. Board Member Kirkpatrick asked what Penske said in regards to moving forward. Tina replied that the corporate office apologized and said they did not realize the trucks were not going to be there even though our office had confirmed weekly before truck pick up day. Corporate assured the office it will not happen again. Board Member Callaway asked if the office is looking at an alternative to replace Penske in the future. Tina advised that the office did put a bid out for a moving company since other counties use moving companies as a method of delivery. Our office did that for a couple of elections in 2016 but the cost was over \$8,000.00 for one election. Board Member Richardson asked if our office is under contract with Penske or renting the trucks election by election. Tina replied our office is not under contract with Penske. Tina went on to say the office was using U-Hauls but their trucks do not have the lifts and, for the safety of the people loading the carts and the voting equipment, lifts are needed. Each cart is over a thousand pounds with ten voting units on each cart and to wheel those up a ramp is dangerous. Vice-Chair Schmelz suggested obtaining a contract to ensure trucks would be available and to ensure the trucks had lifts for safety. Board Member Kirkpatrick asked if the Board of Commissioners has a process on vehicle leasing that the Board can review. Tina replied that when a department needs a vehicle like in our case, the department rents a U-Haul truck. Tina advised different counties use different methods-- Clayton County uses a moving company and DeKalb County uses fire department employees and rental trucks. Tina informed the Board that the County Manager has county employees driving the trucks and our department provides the

riders who load, unload and deliver the voting equipment. This past election employees from Parks and Recreation drove the trucks.

Board vote on early voting schedule for July Runoff Election

Tina presented a schedule to the board with only the election office being open for the three weeks and adding a Saturday. The office will be closed in observance of July 4th (see below for voting schedule). Tina advised that the Board needs to vote on the schedule so it can be advertised in the paper. Board Member Kirkpatrick asked about opening an additional location. Tina replied that opening another location was not budgeted and the main office was the only location open in previous runoff elections. Tina informed the Board that it costs \$6,000.00 to open another location for a week. Tina reminded the Board that the Board voted to not open the Locust Grove early voting satellite for the Primary Election due to costs and low voter turnout and they would need to take that into consideration. Board Member Kirkpatrick asked what area in the county is more impacted in the run off. Tina replied the south end of the county has State House 111 race in the runoff. Board Member Callaway asked if there were any concerns about not opening another location during early voting. Vice-Chair Schmelz and Tina presented emails (see attachments) from David Brewer, Henry County Citizen; Eugene Edwards, President Henry County NAACP; Annette Edwards, Alpha Kappa Alpha Sorority and BOE District 5 member; and Ariel Shaw, Henry County Citizen. The emails were asking the Board's consideration of opening the Stockbridge location for the convenience of the citizens in the north end of the county and one email asked for either a location in Stockbridge or Hampton. Board Member Richardson asked with the history of early voting for the run offs, was the elections office the only one open during early voting. Tina replied as best she could remember the elections office was the only early voting location open and the turnout was not high for the Runoff Elections. Board Member Kirkpatrick asked how the turn outs were during early voting for the Runoffs. Tina handed out results from the July 2014 Runoff, July 2016 Runoff, and May 2018 Primary totals. Tina informed the Board that it was difficult to anticipate what the turnout would be for a Runoff and to budget accordingly. For example, in July 2016 there was only a Republican ballot. Board Member Kirkpatrick asked what the experience was in May using the Municipal Court building with voter turnout. Tina passed out a breakdown (see attachments) of voter turnout per location. Board Member Richardson wanted to be clear that in

2016 it was just a Republican ballot and in 2014 both races were contested with the Main office being open. Board Member Kirkpatrick made a motion to have one week of early voting at the Municipal Court Building in Stockbridge similar to the early voting schedule including a Saturday. Board Member Callaway said he would like to amend Board Member Kirkpatrick's motion and add Locust Grove as another early voting location. Vice-chair Schmelz asked Board Member Kirkpatrick if he was making a motion. Board Member Kirkpatrick confirmed. Vice-chair then asked Board Member Callaway if he was asking Board Member Kirkpatrick to amend the motion and he confirmed that. The motion was read back. The motion failed for lack of a second. The amendment was never accepted or denied. Board Member Richardson stated he appreciates the concerns and appreciates the opportunity to expand locations and dates but it is the Board's responsibility to be fiscally responsible in regards to the budget. He thinks the Board needs to be cautious with expanding locations. Board Member Kirkpatrick added it is also the board's first responsibility to make voting accessible to voters but also prudent. Board Member Richardson made a motion with the upcoming runoff election to maintain the protocol that was established with the 2014 and 2016 elections and hold early voting at the Board of Elections to include the precedent that was established in 2010 or 2012 and add a Saturday for only the Board of Elections office. Board Member Richardson wanted it to be known that he hears the precedents with what was established with the previous Board but know there could have been similar situations then where certain individuals were not able to vote based upon voting locations. He went on to say he believes establishing a Saturday provides the individuals the additional opportunity to vote and he knows it creates a hardship for the staff but this allows us to hear and accommodate the citizens of Henry County. Board member Callaway seconded. Motion approved 3-0-0.

Notice of advanced voting for the July 24, 2018 General Primary Runoff Election and the Nonpartisan General Runoff Election. Voting will be conducted at the following location and times listed below:

Vote July 2nd and July 3rd Monday and Tuesday at this location:

Elections & Voter Registration (Main Office)
40 Atlanta St.
McDonough
8am – 5pm

Office closed July 4th in observance of Independence Day

Vote July 5th and July 6th Thursday and Friday at this location:

Elections & Voter Registration (Main Office)
40 Atlanta St.
McDonough
8am – 5pm

Vote July 9th through July 13th Monday through Friday at this location:

Elections & Voter Registration (Main Office)
40 Atlanta St.
McDonough
8am – 5pm

Vote July 14th Saturday at this location:

Elections & Voter Registration (Main Office)
40 Atlanta St.
McDonough
9am – 4pm

Vote July 16th and July 20th Monday through Friday at this location:

Elections & Voter Registration (Main Office)
40 Atlanta St.
McDonough
7am – 7pm

NO VOTING On Wednesday, July 4th or Monday, July 23rd.

For further information or to request an absentee ballot call 770-288-6448.

Row Labels	Count of State
075001	792 Fairview
DEMOCRAT	589
NON-PARTISAN	2
REPUBLICAN	201
075004	1249 Stockbridge
DEMOCRAT	813
NON-PARTISAN	5
REPUBLICAN	431
075061	2389 Main
DEMOCRAT	1021
NON-PARTISAN	15
REPUBLICAN	1353
075063	636 Fortson
DEMOCRAT	279
NON-PARTISAN	2
REPUBLICAN	355
Grand Total	5066

Discussion regarding relocating 15-16 polling locations (schools)

Tina informed the Board that there was a concerned parent that posted live on Facebook about voting in the schools on Election Day. Tina stated she had a meeting with the county management team where they expressed concern with schools being used as polling places. Tina told the Board that other counties are going through the same process of taking polling locations out of schools due to the shootings taking place in schools and the concerns with children's safety. Tina advised the Board that the office has stepped up our efforts to find alternate polling locations for those locations still using schools. She went on to say for the July and November elections the children will not be in school. In the past two weeks we have dropped from sixteen schools to eleven polling locations remaining in the schools. We had five churches and one event center confirmed for future polling location changes. The Board needs to decide if the polling place changes should take place before the November General Election. Vice-Chair Schmelz stated she has concerns in moving locations in an election cycle and is not in favor for the move before the November election. Board Member Callaway wanted to know if there is an estimated time of arrival as to when the polling place changes are completed. Tina replied all changes will have to be completed before the 2019 November Election due to having a county wide SPLOST Referendum in November 2019. Board Member Richardson asked why there are ten polling locations still located in schools. Tina replied Katie is working on contacting locations and is waiting for responses from others. Board Member Richardson is not in favor of making any changes during an election cycle. Tina made a suggestion for the Board to compose a letter to the Sheriff asking him to provide a deputy to be present in the schools that are still a polling location in the event an election is held when school is in session. Vice-Chair Schmelz asked if there is any cost involved with having a deputy or is it a service provided by the Sheriff's office. Tina replied per code the Sheriff is to be visible on Election Day. There are school resource officers in some of the schools so they would blend in and it would be for twelve to thirteen hours. Board Member Callaway asked what elections are going to happen next year. Tina replied we haven't heard of a Special Election other than the SPLOST Referendum in November 2019 and we are aware of the Eagles Landing situation. Tina went on to say that if the Eagles Landing Referendum is held in conjunction with the November General Election the Call will need to be published ninety days prior to the election. If there is not a resolution

with the lawsuit in enough time for the Referendum to be held in November then there will be a Special Election in March. Board Member Richardson asked Mrs. Edwards, District 5 BOE Member if there has been any requests to the School Board to speed up the process of getting polling locations out of the schools. Mrs. Edwards informed no, not that she is aware of but there has been a lot of phone calls from parents on the safety of the children. Board Member Richardson made a motion for the 2018 election cycle that we maintain our current polling locations while moving in parallel to identify and secure new polling locations to be effective with the 2019 election cycle and we draft a letter to the Sheriff from the Board asking for resources to be available in the schools for any election that we feel deemed it being necessary. Board Member Kirkpatrick asked what elections would come up in the 2019 election and would the time frame give enough notice to the voters. Tina replied the Special Election for the SPLOST Referendum and the Municipal Elections are the only two known for the 2019 election calendar and the office staff will make the changes happen in time to notify the voters. Board Member Richardson suggested that the newspapers do an article on the moving of polling places. Tina stated there was an article that was in the Henry Herald today about the future changes. Board Member Kirkpatrick asked how this would affect the budget. Tina replied the budget will take a big hit as it will be \$8,050 for church rentals for one election and future budgets would have to increase to cover the church rentals. Vice-Chair Schmelz stated that it is imperative that the Board of Elections meet with the Board of Commissioners for a joint meeting to first discuss the current location of the office and then secondly the budget. Board Member Callaway seconded the motion made by Board Member Richardson. Motion carried 3-0-0.

Board discussion concerning City of Stockbridge lawsuit

Board Member Kirkpatrick asked for an update on the lawsuit. Tina stated the office has not been served yet but it is on the court docket for July 17th or 18th. Vice-Chair Schmelz stated that the county attorney accepted the papers on our behalf.

Board discussion regarding FY 2019 adopted department budget

Board Member Richardson stated the Board of Commissioners approved the budget and gave the department the funds we requested and added \$100,000 to the poll worker salaries. Tina stated that the department was given an operating budget

for fiscal year 2019. The budget was based on the prior year's budget which for our department was a non-election year. Board Member Richardson asked what line item will the security system be taken out off and informed the Board while he was helping with the voting units a few of them had to be sent out for repairs. He asked would there be enough money in the budget to cover the cost or should the Board be concerned with where the money for repairs would come from. Tina advised the security system would be paid out of the technical line item. In regards to repairs for the voting equipment there is \$10,000 in repair and maintenance. She went on to inform the Board that eleven repaired voting units were received back yesterday and have approximately thirty more to send off to be repaired. If the repair costs exceed the \$10,000 we will have to move money from another line item such as printing and binding. Vice-Chair Schmelz asked the status update on the new voting equipment. Tina replied the last she heard was hopefully for the 2020 election cycle. Board Member Richardson wanted this item on the agenda so the Board could come to these meetings and talk about what we are going to be expending. With the budget just approved we are already in a position of not having enough money to carry on the duties that gets the things done with what needs to be done. Board Member Richardson went on to say we have to think about this when doing things and while we are compiling a list to bring to the Board of Commissioners as backups. Board Member Kirkpatrick asked how much it cost to repair a voting unit. Tina replied the repairs for the eleven voting units cost \$2,600 to repair. A minimal cost is \$300 per voting unit depending on if it is a gasket, card reader, etc. Board Member Callaway asked what our projected deficit for the budget is. Tina stated that there are different variables. If the Eagles Landing Referendum goes through, our department has to pay for the election. Stockbridge will pay for their part of their election but the money goes into the general fund. Tina informed the Board that Linda Meggers has agreed to help with the mapping and moving voters for the Eagles Landing Referendum. Vice-Chair Schmelz asked if we could approach the City of Eagles Landing and ask for reimbursement.

Discussion regarding tentative workshop agenda

Board Member Richardson presented the Board with a Contingency and Disaster Planning hand out which stated "Fellow Board Members and staff, we live and operate in an environment where the job of protecting and maintaining voting operation is a greater challenge today than the day before. As such, I am pleased

this board is preparing to take steps to prepare and implement a business continuity and disaster plan. For the record, Business continuity is the advance planning preparation steps undertaken to ensure we have the capability to operate our mission-critical functions during emergency events. Events can include natural and human-caused disasters, pandemic, workplace violence, power outage, or any event that results in the disruption of voting operation. Just to be clear, we must plan and prepare for events that will stop functions completely and those that will adversely impact services and functions. Whereas, disaster Recovery are plans employed to re-establish full operation as quickly and smoothly as possible after a disaster.

I recommend using material contained in the Ready Georgia campaign and the U.S. Election Assistance Commission's "6 Tips For Contingency and Disaster Planning" as a roadmap for creating a Business Continuity Plan and Disaster Recovery Plan (BCP/DRP) for the Henry County Board of Elections.

To get started, I recommend dividing the process into the following pillars:

- I. **Team Formation:** Identification of Business Continuity team members – building/facilities, fire/safety, communications, HR, Legal, SOS, etc.
- II. **Vulnerability Assessment:** Conduct a Business Impact Analysis (BIA) and a Threat & Risk Assessment to identify what is and is not critical, how critical those processes are, and the threats and risk inherent to those functions.
- III. **Business Recovery:** Documented plan of actions, including temporary workarounds that will be necessary to keep critical functions operational until facilities, systems, IT applications, or personnel are again available
- IV. **IT Recovery:** Development of plans and strategies for the recovery of technology, including actions that will be necessary to restore critical IT applications such as internet service and systems.
- V. **Crisis Management:** A specific plan that details how we will manage a crisis event
- VI. **Exercises:** Heighten team sophistication and maturity with both tabletop and mock exercise

VII. Training & Awareness: Regularly train team members on the process and how to respond effectively.

To break the process into manageable tasks, I recommend using the U.S. Election Assistance Commission's "6 Tips for Contingency and Disaster Planning" as a roadmap for our working group sessions:

- Identify Possible Disasters and Create Contingency Scenarios - Carefully evaluate the types of "what ifs" that can occur, natural or human-caused. Consider both worst-case scenarios and situations that may have a lesser impact.
- Create Linkage for a Comprehensive Contingency Plan - Meet with state's election officials to review the state's disaster and contingency plans. Carefully review all statutes and regulations that apply to mitigation and recovery plans. Meet with county and city officials to review their disaster and contingency plans, if applicable.
- Develop a Contingency Plan for Relocating Polling Places
- Plan for Technology Failures
- Plan for Staffing Shortages
- Addressing communication failures – staff and poll workers, IT, Public Works, Emergency Management Departments”.

When pertaining to the work sessions most of the work can be done in advanced by working with Tina to establish a template and then getting the members together to go over the scenarios. Board Member Richardson predicts it would take an hour to an hour and half to get that accomplished. Once that is complete at that time we would need to have another meeting with other entities for a two hour session with a break. Other times can be put together between board members and staff. Vice-Chair Schmelz suggested Board Member Richardson send the board members a date and the work sessions will be scheduled accordingly.

Vice-Chair Schmelz proposed to meet jointly with the Board of Commissioners, perhaps in August, to discuss the building and the budget. Board Member Richardson agrees and wants to present the contingency plan as well. Vice-Chair Schmelz asked if Board Member Kirkpatrick will work with Tina for line

items for the meeting. He and Tina agreed and will email the remaining board members on items they would like to discuss with the Board of Commissioners.

New Business

No new business

Public Comment

Chaundra Lewis is the first public comment. Mrs. Lewis wanted clarification of early voting dates and times and if the schedule included Saturday, July 14th. Board Member Richardson added that he will be working with the office that Saturday at the front counter and will work to secure lunch.

Herman Hammonds is the next public comment. Mr. Hammonds asked with the vastly increasing population when meeting with the Board of Commissioners on the operating budget, is this explained that additional funds are needed. Tina replied that the department does not actually meet with the Board of Commissioners when doing the budget.

Annette Edwards is the next public comment. Mrs. Edwards stated as a Board Member of Henry County Board of Education, she is pleased with the moving out of the schools and concerned with safety first. She will update the School Board accordingly. Tina asked if any of the visitors have any names and contacts with churches the office can contact she would greatly appreciate it. Mrs. Edwards replied she will provide some names and locations to Tina.

Board Member Richardson thanked our visitors and welcomed them to come any time. Vice-Chair Schmelz and Board Members Callaway and Kirkpatrick agreed.

Tina introduced Cherice Harrell who is also our Shiloh polling location manager and was a big help with getting students involved with working this past election.

Announcement- Next board meeting is July 11, 2018 at 1:00 pm at 40 Atlanta St., McDonough. The paper has been notified.

Adjournment

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