

**Sumter County Board of Elections and Voter Registration
Regular Meeting
July 13, 2022 at 4:30 pm**

I. Call to Order

The meeting was called to order by Chairman Dr. Shirley Latimore at 4:32 pm.

II. Roll Call

- a) **Board Members:** Chairman Dr. Shirley Latimore, Carson Walker, Dr. Valerie Roberts, and Dennis Taylor. Rhonda Reddick attended first by phone, then in person.
- b) **Attorney:** Hayden Hooks
- c) **Staff:** Julia Sims, Lois Phillips
Absent – Randy Howard

III. Motion to Adopt the Agenda

Carson Walker made a motion to adopt the agenda.

Dr. Valerie Roberts seconded the motion.

Motion carried.

IV. Motion to Approve the Minutes of June 7, 2022 and June 23, 2022

Carson Walker made a motion to approve the minutes of the June 7, 2022 Regular Meeting.

Dr. Valerie Roberts seconded the motion.

Motion carried.

Dr. Valerie Roberts made a motion to approve the minutes of the June 23, 2022 Called Meeting.

Carson Walker seconded the motion.

Motion carried.

V. Welcome New Board Member Dennis Taylor

Dr. Shirley Latimore welcomed Mr. Dennis Taylor, the new board member appointed to fill out the remainder of the term of former board member Mr. Marty McDonald.

Dr. Latimore gave an overview of some of the duties and responsibilities of board members, as they serve the community in this capacity. The other board members and the county attorney each introduced themselves as well, and also welcomed Mr. Taylor.

Mr. Taylor introduced himself, and gave a summary of his background.

VI. Policies and Procedures

Dr. Latimore stated that the Policies and Procedures document is still in process.

VII. Contracts

Dr. Latimore commented that the SOE Software Corporation contract has been sent to you by email.

Hayden Hooks stated that the vendor had approved our proposed changes, and the next step is to vote at this meeting today, to approve the agreement of the Election Night Reporting support contract.

Dr. Valerie Roberts made a motion that we approve the SOE Software Corporation's *Software as a Service Agreement for Election Night Reporting (ENR)* contract.

Carson Walker seconded the motion.

Motion carried.

Hayden Hooks stated that the agreement will be available for signing before returning it to the vendor.

Dr. Latimore also went on to state where there is need of a contract for a person for any reason, and before they are hired, the person will meet with Mr. Howard and Dr. Latimore to establish an agreement. A written contract will then be developed by using templates, as well as getting legal advice when necessary.

VIII. Budget

Dr. Latimore said that the 2023 Budget has been approved and has been sent out to you.

IX. Election Board Pay

Dr. Latimore discussed a recent email which was asking if the board members would like to be paid monthly or once per year. Discussion followed.

Dennis Taylor made a motion that board members be paid annually.

Carson Walker seconded the motion.

Motion carried.

Dr. Latimore will send out an email detailing the date for the annual pay.

X. Training

Dr. Latimore explained that she has been in discussion with Randy Howard regarding poll worker training. As there are Election personnel who are capable of training others, we will continue to utilize them to do more training. There will also be a change in the rate of pay for the poll workers. Some discussion followed.

XI. Voter Registration Drive

Dr. Latimore stated that there are people in the community who are doing Voter Registration Drives. However, the Board could also be doing this as well. As October 11th is the last day for residents to register before the November election (see the attached 2022 Scheduled Elections Calendar of Events), we need to soon find an acceptable location for people to come to register, and then invite the community to come to our Voter Registration Drive.

XII. Roof Repair of Our Storage Building

Dr. Latimore reported that the roof repair of our storage building should be finished soon.

XIII. New Voting Locations Update

Dr. Latimore said that Mr. Randy Howard will meet with the Board of Education in late July to discuss the possibility of using the previous Americus High School (on Harrold Ave) as a precinct for upcoming elections. Also, he is looking into the use of the Fairgrounds as the location for Early Voting, but various upgrades would be needed to bring it up to Elections standards. Some discussion followed.

Dr. Latimore also stated that we should also be reviewing the precincts of Plains and Thompson, as both of those buildings are not in the best condition. We need to consider the conditions available for the voters who use those precincts, as well as the poll workers who staff them. Some discussion followed.

XIV. Laptop Computers Update

Dr. Latimore said that we are waiting to hear from the American Rescue Plan, pertaining to the two computers we need for the office.

XV. New Time Clock System Will Start September 1st

Dr. Latimore stated that there will be a new time clock system starting on September 1st, which the courthouse personnel will need to start using.

XVI. School Board Districts 1, 3, 5 and 7 Qualifying Dates on August 22-26, 2022

**Monday through Thursday, August 22-25, 2022, from 8 am to 5 pm
and Friday, August 26, 2022 from 8 am to 12 noon**

Dr. Latimore restated the August qualifying dates and deadlines for School Board Districts 1, 3, 5 and 7, in preparation for the November election.

XVII. Executive Session

None needed.

XVIII. Board Member Remarks

Rhonda Reddick extended a welcome to Mr. Dennis Taylor.

Dennis Taylor stated he appreciated the warm welcome at this meeting. He lightheartedly commented on the amount of reading that is now required of him.

Dr. Valerie Roberts thanked Dr. Latimore for managing the meeting today.

Hayden Hooks spoke about how she receives and evaluates Election emails. She also stated that emails are useful, especially for information or deadlines that can be sent out instead of calling a special meeting. It is helpful for her to receive the agenda before each Board of Election meetings.

XIX. Adjourn

Carson Walker made a motion to adjourn the meeting.

Dr. Valerie Roberts seconded the motion.

Motion carried.

Meeting adjourned at 5:16 pm.

Respectfully submitted by Lois Phillips
July 14, 2022