

**Sumter County Board of Elections and Voter Registration
Regular Meeting
June 6, 2023 at 4:30 pm**

I. Call to Order

The meeting was called to order by Chairman Dr. Shirley Latimore at 4:30 pm.

II. Roll Call

- a) **Board Members:** Chairman Dr. Shirley Latimore, Rhonda Reddick, Carson Walker, Dr. Valerie Roberts, and Dennis Taylor
- b) **Staff:** Randy Howard, Julia Sims, and Lois Phillips
- c) **Guest:** Greg Whiten

III. Motion to Adopt the Agenda

Rhonda Reddick made a motion to approve the agenda.
Carson Walker seconded the motion.
Motion carried.

IV. Approval of the Minutes from May 2, 2023 meetings

Rhonda Reddick made a motion to approve the May 2, 2023 minutes from the Work Planning Session and the Regular Meeting minutes.
Dennis Taylor seconded the motion.
Motion carried.

V. EasyVote Presentation – Mr. Greg Whiten

Mr. Greg Whiten introduced himself. He has been with EasyVote for 8 years, and previously he was with the Elections Division of the Secretary of State’s Office for 20 years. EasyVote, a Georgia company, is now being used in 26 states, and they currently support 110-120 counties and municipalities within the state of Georgia. Many counties have the full suite of EasyVote modules for use in their Election Offices. He noted that Sumter County has the full EasyVote Suite at the best buy of a grandfathered-in price.

Mr. Whiten proceeded to give a high-level overview of the various modules in EasyVote. EasyVote is a very user-friendly system. The Check-In and Absentee module are for use during the election itself. The other four modules, which help with the other aspects of the election process, are Focus (project management), Inventory (including deployment), PollWorker (for all aspects of poll worker management), and Campaign Finance (for elected officials to easily file their many reports).

Check-In module – Sumter County has been regularly using the Check-In module for Early Voting in their elections. Even with Georgia’s new Election System, many counties are continuing to use the Check-In module as a backup system in their elections, for a comparison and reconciliation with the State’s data. Michael Barnes has also stated that he likes for a county to keep a “tool in their belt”, to use in the process.

Campaign Finance module – This provides an ease-of-use service for the candidates so that all data they enter is correct and accurate. It also provides a report, notarizes the forms for the candidates, and allows submission of the forms right up to the deadline of 11:59 pm. Also, because the data is filed electronically, a financial disclosure report can be copied from a previous year’s report, be edited to make it current with this year’s information, and easily submitted – making it quick and easy to use by the candidates. From the Election Office’s perspective, it can put out notices, automatic emails, text notifications, news alerts on the website, and give instructions to help the candidate filers. As well, it will be a benefit to satisfy the State Ethics requirements.

Mr. Whiten proceeded to give a short demonstration of the related Sumter County Easy Campaign Finance Portal website, which will be linked from our own Sumter County Election website. This Portal can be used easily by anyone who is looking for a variety of related information, it will help with Open Records Requests and questions by the press, and will yield results as data that can be exported out.

Focus module – This is used as a way to manage any upcoming election or project, as an electronic “cheat sheet” for determining the process steps and action items needed for everything that must be done for the election. It provides a broad overview of everything that needs to happen, and each step can be assigned to an individual or group to complete the tasks. It can easily be re-used for future elections.

Poll Worker module – This module allows ease of management of all aspect of the poll workers. It provides a master list (of active and inactive workers), the roles and skills needed, HR information, payroll information and costs involved, poll worker assignments, training classes, the ability to email and text the poll workers, etc. It also provides a website (which is linked from our own Sumter County Election website) which provides instructions, guidelines and standards, and the ability for them to enter their information when applying to be a poll worker. Their information then shows up in EasyVote, and we can begin to process them as potential poll workers. The website is also used for existing poll workers, where they can log in to see (or give us) information or applicable forms relating to an upcoming election – for example, a survey to see if they are available to work, what training class they need to attend, which precinct they are assigned to for the election, etc. – thereby easily providing communication between the Election Office and each poll worker.

Inventory & Deployment module – This module allows you to easily keep up with the inventory, storage, and locations of equipment components and election assets. It also helps with preventative maintenance schedules, testing cycle schedules, equipment testing and L&A documentation, tracking of barcoded equipment, tracking and re-ordering of consumables, equipment assignments, defining all parts of an equipment package, accurate loading and unloading of equipment at each precinct, location layouts for the set-up of equipment at each precinct, chain-of-custody and security processes, a clear listing of the location of each piece of equipment at any point in time, an audit trail of the history of each piece of equipment, etc.

VI. Chairperson Highlights

a) SB 129 – Changes to Election Law

Dr. Latimore called attention to the handout outlining the Changes to Election Law in SB 129 that Governor Kemp has signed. Some of the items include the upcoming changes to the wording on the Absentee Ballot Application form, the change of the Election Night Data Reporting time requirement to 11:59 pm, and the requirement for audits to be done before any state certification of elections with federal or statewide contests.

b) Governor’s Proclamation of the Presidential Preference Primary

Dr. Latimore highlighted that the handout of the Governor’s Proclamation of the Presidential Preference Primary states that the Primary will be held on Tues, March 12, 2024.

c) List of 2024 Scheduled Elections & Summary of Events

Dr. Latimore mentioned the handout of the revised 2024 Scheduled Elections and Summary of Events list. Mr. Howard commented that the Secretary of State needs to provide an accurate and comprehensive document of dates which would include any run-offs for elections in 2024.

d) Affidavit Form for Executive Session

Dr. Latimore requested that the members take time to look at the handout of the Affidavit Form to be used with an Executive Session.

e) Employee Performance Evaluation Date

Dr. Latimore requested that a date and time be scheduled for this. This should be done after the self-evaluation, and after the Board meeting where any observations are discussed. Some discussion followed.

Carson Walker made a motion to do the evaluation on Tues, August 1, 2023.

Dennis Taylor seconded the motion.

Motion carried.

f) Legislative Luncheon Update Hosted by Sumter County Chamber of Commerce

Dr. Latimore stated that she and Mr. Howard attended the luncheon, and that it was great to network and listen to the talk of the affairs of the state and the county. She stated that questions from people (both ones that you know and ones that you don’t know) should be answered carefully and positively, reflecting good customer service to the public.

VII. Information About Poll Pad Data Cost

Mr. Howard gave an overview of the costs of the poll pads and the printers. Printers and supplies can be ordered after the budget is approved. The printers will be helpful for having a detailed back-up list of everyone that votes, in case there are issues with the poll pads. As well, the data costs will be one cost for advanced voting, but it is not clear as to the cost for election day. Some of our precincts do not have cellular service at their location.

VIII. Updating Election and Security for Election Equipment and Precincts – “System Health Check”

Mr. Howard stated that they want us to have the equipment locked up, as well as having cameras at the early voting and the equipment storage locations. They also suggest to have security at every precinct, and between now and January 1st they want to visit all 159 counties in Georgia to check all the equipment. After the 2024 Presidential Election cycle is completed, an upgrade to the equipment will be needed which may require additional training for the technician, and the commissioners have been advised that the budget may need to be adjusted at that time.

IX. GARViS Progress (Security Enhancement)

Mr. Howard stated that GARViS is coming along pretty good, but they are not finishing up as quickly as they thought they would. Dr. Latimore commented on the security of the new Multi-Factor Authentication requirement.

X. Precinct IGAs and City Elections IGAs Update

Mr. Howard stated that when the board gives permission, he can speak with the attorney about the Inter-Governmental Agreements that are needed for the cities of Leslie, Andersonville, Americus, and possibly Plains, as well as ones needed to cover our equipment at the JROTC, Concord, and Reese Park precincts. The resulting forms will need to be approved by this Board, the County Commissioners, and each city before qualifying begins in August.

Carson Walker made a motion to begin the process to have the attorney create IGAs for the affected cities and the facilities to be used.

Dr. Valerie Roberts seconded the motion.

Motion carried.

XI. Precinct Locations and Conditions Update

Mr. Howard stated that he plans to meet with Tim Estes for the purpose of booking the Fairgrounds for all of the 2024 elections. He also will be looking into an alternative location for the Thompson precinct.

XII. Municipal Election Payment Update

Mr. Howard has been meeting with the city to discuss this, as well as the cost of the upcoming election. Dr. Latimore and Dr. Roberts would like to accompany Mr. Howard to the next meeting on June 15.

XIII. Financial Budget Report

In looking over the handout, Dr. Latimore stated that we need to be conservative with our spending.

XIV. Revised Job Description

Dr. Latimore referred to the information that she had sent out regarding the Clerk job description that was discussed in the recent work planning session. In an effort to get more structure in the Election Department, and to make sure things are running efficiently and effectively, this could be a one or two person non-hourly position. Dr. Latimore also mentioned the possibility of having an Election Assistant individual available to assist Mr. Howard in his work as well. Discussion followed.

Carson Walker made a motion to table this until the next Board meeting, and to look at it in the meantime.

Dennis Taylor seconded the motion.

Motion carried.

XV. Executive Session

None needed

XVI. Board Members Comments

No comments

XVII. Adjourn

Rhonda Reddick made a motion to adjourn.

Carson Walker seconded the motion.

Motion carried.

Meeting adjourned at 6:06 pm.

Respectfully submitted by Lois Phillips

June 9, 2023