

**Sumter County Board of Elections and Voter Registration  
Regular Meeting  
July 11, 2023 at 4:30 pm**

**I. Call to Order**

The meeting was called to order by Chairman Dr. Shirley Latimore at 4:33 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 and Lois Phillips

**III. Motion to Adopt the Agenda**

Rhonda Reddick made a motion to adopt the agenda.  
Dennis Taylor seconded the motion.  
Motion carried.

**IV. Approval of the Minutes from June 6, 2023**

Dennis Taylor requested a correction of the spelling of his name on page 5.

Rhonda Reddick made a motion to approve the June 6, 2023 minutes as corrected.  
Dr. Valerie Roberts seconded the motion.  
Motion carried.

**V. Chairperson Highlights**

**a) Effective Meetings**

Dr. Latimore stated that anyone leaving the meeting early should leave respectfully, quietly, and without distraction and interruption to the meeting. She also stated that the chairperson should be the one to adjourn the meeting. Also, she stated that any questions resulting from the meeting decisions should not be discussed outside the meeting, but should be brought up at the next regular board meeting.

**b) Poll Worker Qualification Code – O.C.G.A. § 21-2-92**

Dr. Latimore brought attention to the areas about “elected officials being poll workers” as stated in the above Poll Worker Qualification Code.

Mr. Howard stated that this question has been asked and answered by both the county attorney and the Secretary of State’s office in the past, regarding an elected official serving as a poll worker in a precinct other than the precinct where their name (or a relative’s name) may be on the ballot

during an election. The consensus was that it is fine, as long as the elected official is not in the precinct in question, and they do not assist with the early voting process.

Dr. Latimore requested clarification on this matter.

Mr. Howard will bring it to the attention of county attorney and get a written opinion on this.

**c) Reminder: Employee Performance Evaluation August 1, 2023**

Dr. Latimore requested that each member make a copy of the evaluation form, and write your comments privately on the copy. These will be discussed when the board members get together at the assessment conference.

**d) Reminder: Review Sumter County Financial Policies Updated June 2023**

Dr. Latimore asked that each member read and review the 62 pages of the Updated County Financial Policies.

**VI. Update – Voting System Health Check**

Mr. Howard stated that the Health Check will be done by Dominion and the Secretary of State’s office. The Security Check will be done by the Department of Homeland Security and the Georgia Emergency Management Agency. At this point, they have not given a specific date as to when they will be in Sumter County. We are in good shape overall, as we have security, alarms, cameras, etc.

**VII. GARViS Progress**

Mr. Howard said that they are continually making changes and updates to the GARViS system, with the goal to have all the changes completed by the end of August.

**VIII. Ethics Report for Elected Officials**

Mr. Howard reported that he has received all but a couple of the reports needed. He routinely contacts the officials to let them know what is required of them. He also contacts Ethics to make sure it is all being completed correctly. When we are using EasyVote in the future, the officials will get automatic notices informing them of the requirements, and they will be able to complete and file their own forms and reports (and have them notarized) on the website. EasyVote will also provide our office with a notice and documentation when they have filed.

**IX. Precinct IGAs and City Elections IGAs Update**

Mr. Howard gave IGA draft copies to each board member. Our attorney has been working with the attorneys for the various cities, to finalize the IGAs. She is also working on the lease agreements for buildings we use, which are not county buildings.

We know which city offices are opened up for election, but we don’t know who will be running until after the qualifying period. The city of Leslie will be handling their own election; we will be handling the elections for the other cities.

## **X. Precinct Locations and Conditions Update**

Mr. Howard stated that the buildings are all pretty good. He is looking into an alternative location for the Thompson precinct and will be meeting with someone on Wednesday about that.

## **XI. EasyVote**

Mr. Howard spoke about the possible asset value of the election equipment that we currently have. However, we need to do an inventory check on each piece of equipment. This can be quickly done using EasyVote, which will allow us to have all the equipment with a scannable barcode. Having a complete equipment list of all the items that the Election Department uses will be valuable for replacement costs and for insurance purposes as well. Discussion followed about the benefits, value and need for all EasyVote modules.

Carson Walker made a motion that we continue with all aspects and all modules of EasyVote as is our current set-up.

Dennis Taylor seconded the motion.

Motion carried.

## **XII. Municipal Election Payment Update**

Mr. Howard will check with the attorney and the finance department to find out the current status of this.

## **XIII. June Financial Report and Approved Budget for July 1, 2023 through June 30, 2024**

Dr. Latimore brought the June 30, 2023 financial report to the attention of the board members. She also looked at the approved budget numbers for the 2024 Fiscal Year.

Mr. Howard commented that the commissioners did not approve his requested amounts for the equipment warranty, the iPads for the board members, or the poll pad printers for FY2024. However, an invoice for the poll pad printers can be paid from a different part of the commissioner's resources. He is also keeping a budget workbook, in which he organizes and tracks every invoice and expense by line item.

## **XIV. Job Description Draft**

Mr. Howard handed out some other descriptions from other counties, to give more items for the board members to read. We can use these as guidelines to put together job descriptions for this office.

Discussion followed for clarity that updated job descriptions are needed for the Supervisor, Clerk, and Registrar positions for Elections in Sumter County. The job descriptions are to be developed by Mr. Howard, with input and final approval by the Board, then they will be given to the HR Department.

**XV. Executive Session**

None needed

**XVI. Board Members Comments**

No comments

**XVII. Adjourn**

Dr. Latimore declared the meeting adjourned.

Meeting adjourned at 5:41 pm.

Respectfully submitted by Lois Phillips

July 14, 2023