

SUMTER COUNTY BOARD OF ELECTIONS AND VOTER REGISTRATION
REGULAR BUSINESS MEETING AGENDA
500 WEST LAMAR STREET
SUMTER COUNTY BOARD OF COMMISSIONERS MEETING ROOM
AMERICUS, GEORGIA 31709
TUESDAY
OCTOBER 3, 2023
4:30 PM

- I. CALL TO ORDER**

- II. ROLL CALL**
 - A. BOARD MEMBERS PRESENT:**
 - B. STAFF PRESENT**

- III. MOTION TO ADOPT THE AGENDA**

Ms. Reddick second the motion to adopt.

- IV. APPROVAL OF SEPTEMBER 5, 2023 REGULAR MINUTES**

Motion to approve the minutes of September 5, 2023 by Rhonda Reddick. Second the motion by Carson Walker.

Motion carried.

- V. CHAIRPERSON HIGHLIGHTS**

Dr. Latimore asked when the new election code books with new SEB rules and resources would be available. Howard's response 10 will be requested.

OEB and election deadlines have changed because of state holidays.

October 10 registration deadline

November 13 Absentee/ballot deadline

November 14 County Certification results

- VI. REVISIT BOARD OF ELECTIONS' MINUTES PROCEDURES**

Dr. Latimore talked about zoom and the use of a tape recorder to take the minutes for the meetings. She feels that using a recorder would be more efficient and would not involve the use of several different clerks to take the minutes and would reduce the need for overtime. She continued saying Randy Howard was voted Secretary and should take the minutes. Also, if there were legal ramifications the clerks would not be pulled into court. She said Mr. Howard can take the minutes and recording back to the office and have a clerk type the minutes during regular hours. Carson Walker was concerned about the minutes not being taken while Howard was presenting reports. Dr. Latimore response was the recorder would be taking the minutes. Mr. Howard responded by stating most boards have a secretary and a clerk. Clerks record and take

minutes and type the minutes. This also reduces the number of errors. Ms. Reddick asked if Dr. Latimore was concerned about the extra money being paid out for the clerk.

The cost for the clerk is \$12 an hour. Dr Latimore reiterated cost and court issues. It was decided to make Ms. Sims the recordkeeper and the board would be in compliance. Ms. Sims agreed to be responsible for recording the minutes.

VII. UPDATE-SECURITY CHECK

Howard said Homeland Security and FEMA were making recommendations on how to keep election offices and polling places safe from terrorist attacks. Their recommendations were to have concrete barriers in front of polling places, active shooting drills, etc. Howard's main concern was early voting rather than election day because of the large numbers of people in one location. He also stated if there was a problem, we call the sheriff's department.

He also said when he received the list, he would give it to the board.

VIII. UPDATE-NCOA LISTS

Howard said the out of state list came in and 300 have been mailed out and approximately 200 have come back. Precinct index cards have been mailed.

IX. GARVIS PROGRESS

Howard said it was an ongoing process and changes were still being made. Leslie's new address cannot be put in and their response was not to worry about it right now.

X. UPDATE-EASYVOTE

Howard said EASYVOTE was going good. There will be a test drive next week to get the bugs out. It would also be used to update poll worker information. He also told Dr. Latimore the paperwork needed to be resigned but the program had already been approved and in the budget. It was in the minutes from July along with a list of approved programs.

XI. UPDATE – PRECINCT IGAs AND CITY ELECTIONS IGAs

Howard said everything was ok with the lease agreement. In Andersonville we would use only one side of the fire department. Leslie precinct was changed to the Municipal Building and we are currently working on a lease agreement. Dr Latimore said she would like to read it before signing the agreement.

XII. UPDATE – PRECINCT LOCATIONS AND CONDITIONS – POLLING PLACE LEASE AGREEMENTS

Howard said everything was in good shape. Dr Latimore said she would like to visit the new site in Leslie.

XIII. MUNICIPAL ELECTIONS 2023

Ballots for both Andersonville and Leslie have been printed. Leslie's ballots had to be sent back to the Secretary of State to be reprinted because one candidate for city council withdrew from the race. Sample ballots were sent to the mayors and secretaries of each city.

XIV. UPDATE KNOWINK – PRINTERS

Howard said 25 printers arrived today along with several extra bags and 50 rolls of paper.

XV. UPDATE – MUNICIPAL ELECTION PAYMENT 2020/2021

Howard said the city of Americus is still working on it and the clerk needs help. City said already deposited. City is also waiting to see if they paid it wrong. Dr. Latimore was concerned about the paper finance being different from the invoices. Howard said at one time the city of Andersonville and Leslie were mixed in with Americus. The first was sent for \$12,852.06 and the second for supplies etc. was \$9,893.45 for a total of \$22,745.51. Dr Latimore stated that there was a difference of \$6,226.47 and was very concerned about such a large difference. Howard said an invoice was sent to the city for \$16,590.04 for technicians, all cost and all workers were included. December 7, 2022, minutes state most expenses and they should be finalized but were waiting on advertising bills to come in from out of town. Howard also stated several different credit cards were used for different vendors for supplies (Walmart, Sams, etc.)

XVI. SEPTEMBER FINANCIAL REPORT

Howard reported everything at the courthouse and the old GBI building are fine. However, he had concerns about charging the batteries without causing a fire. Batteries need to be charged 3 times a year. Batteries cost about \$600.00 and he is planning on contacting the Battery Source in Albany for a discount. Howard stated the security people were impressed with our security set up. Mr. Walker asked if the cameras were paid for? Howard responded yes, paid for several years ago. He also stated that more locks had been placed on the doors. He is also planning to get with Chief Harmon about battery safety. He talked to Mr. Brown about Andersonville and Leslie's upcoming election and quote. October 12, 2023, all equipment should be updated. Cost should be \$6,000 to \$7,000 per city for the elections.

XVII. UPDATE JOB DESCRIPTION DRAFT

Deadline for job description should be ready for the next meeting on November 9, 2023, at 4:30 PM.

The information has been collected but needs to be compiled.

XVIII. EXECUTIVE SESSION

Randy Howard turned in his resignation and was to go into effect immediately. Dr. Latimore made a motion to go into executive session to discuss personnel.

XIX. BOARD MEMBERS REMARKS

XX. ADJOURN