

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, April 15th, 2020, held on Zoom Meeting. Notice of this meeting was posted in the entrance foyer of the Elections and Registration Building and on the County website. The Daily Herald was notified of this meeting. Those present were:

Dan Richardson, Chair and Republican Party Appointee

Donna McBride, Vice Chair and Democratic Party Appointee

Arch Brown, Board of Commissioners Appointee

Andy Callaway, Republican Party Appointee

Mildred Schmelz, Democratic Party Appointee

Also attending was: Director Ameika Pitts, Grayson Davis, Terrika Davis, and Brook Schreiner.

I. Call to Order

Chair Richardson called the meeting to order.

II. Acceptance of the Agenda

Board Member Schmelz motioned to add Advance Voting dates and times for the June Presidential Preference Primary (PPP)/General Primary/General Non-Partisan under 'V: Supervisor Report: E.' Board Member Callaway seconded; the motion carried 5-0-0. Board Member Callaway made the motion to adopt the agenda. Board Member Schmelz seconded; the motion carried 5-0-0.

III. Board approval of the minutes

- A. Vice Chair McBride made the motion to accept the February minutes. Board Member Schmelz seconded; the motion carried 5-0-0.
- B. Vice Chair McBride made the motion to accept the March minutes. Board Member Callaway seconded; the motion carried 5-0-0.

IV. Old Business

- A. Chair Richardson advised the Board, paperwork, and pictures for items associated with the grant were being compiled, and once the list was complete, each Board Member would receive a copy. He also stated the itemized list would then be sent to the County Administrator who would submit the documents for reimbursement from the State. Chair Richardson added that the State is providing an additional grant called Personal Protection Equipment (PPE), where the office can receive 90% of cost expended up to \$5,000. The Board discussed further, and Chair Richardson asked Director Pitts to provide an updated list of supplies needed for the elections along with associated vendors to the Board.
- B. Chair Richardson referred to the 2021 budget document that was sent to the Board Members. He asked Board Members to make notes/questions on the budget and return it to Director Pitts by April 22, 2020.
- C. Chair Richardson explained a Resolution was sent to each of the Cities regarding there being two polling locations for city and county elections in instances where city and county precinct lines not align. He elaborated and said voters in those areas must visit both their City and County precinct if they want to vote in both elections as they did in November 2019. Chair Richardson announced one City Clerk had agreed to present a supporting Resolution to their City Council for consideration. He encouraged Staff, Board Members and citizens to attend the meeting once announced. Brook said she sent an email the City Clerks asking them to consider adding this matter to their meeting agenda. The Board discussed further and Chair Richardson stated that this will continue to be an agenda item to keep the Board Members and citizens up to date.
- D. Chair Richardson spoke of the resolution for legislative change that was previously put together by the Board. He outlined the three (3) different

accomplishments this change would make: 1) move the Director's term from the July mid-election cycle to December, 2) move the Director's term from a two (2) year appointment period to a four (4) year appointment period, and 3) enable the Board to still take action even if the Board of Commissioner's appointee position is vacant. Chair Richardson stated he prepared an email to send to the lead Henry County Legislative delegation but found the email in his draft email box when he went to follow up. . He stated that the representative asked him to forward the email to her to present to the legislative delegation members and to prepare for next year. The Board of Commissioner's appointee terms expires in July 2021. Chair Richardson encouraged the other Board Members to reach out to the legislative delegation members.

V. Supervisor Report

- A. Director Pitts spoke of the PPP and review the vote count up to the postponement. She announced 1,354 absentee ballots sent out, and the office received 1,038 absentee ballots sent back. For in-person voting, there were a total of 6,795 votes casts (Main Office 1,152, Merle Manders 2,211, Fairview Recreation Center 165, Fortson Library 157, and Locust Grove Library 110).
- B. I) Director Pitts provided an update regarding the delivery and pickup of the machines to the advance voting locations. All activities took place within the time frame of what the State Law requires.
- II) Director Pitts stated that ten (10) trucks were reserved for the June 9, 2020 election and 6-10 drivers plus staff members to ride alongside. Chair Richardson asked if back up drivers had been identified and for the Director to share plans for the carts used to transport election equipment since the cost for half of the carts was covered in this fiscal budget and the other half would be covered next fiscal year. Director Pitts stated that back up drivers were in place and we had half the carts, and would order the other half in the next budget and in time for use during the November 2020 Election.
- C. Director Pitts stated we are only down by one precinct that precinct was shut down indefinitely, four (4) had not provided confirmation, but said they would do so on or before April 30, 2020. All other precincts had

confirmed they would be open for the June election. The Board discussed further, and Chair Richardson concluded that he and Vice Chair McBride would reach out to the one precinct by the end of the week and partner with the Election staff to make sure plans are in place in case the precinct won't open.

- D. Director Pitts mentioned that we are down three (3) poll managers due to retirement, and assistant managers and poll workers are in good standing. She reported some assistant managers had been contacted regarding the open manager roles and were fielding response. Chair Richardson stated the Secretary of State, alongside his self, encourages Absentee by mail voting due to the current climate we are in for the safety of the poll workers and voters. The Board discussed further, and Chair Richardson asked the Director to confirm all poll workers would work the June election and re-confirm again a days leading up to the Election.
- E. Director Pitts presented the June 9, 2020, advanced voting schedule that was presented to the Board.

Notice of advanced voting for the June 9, 2020, Presidential Preference Primary and General Primary /General Non-Partisan Election. Voting will be conducted at the following locations and times listed below. Last day to register to be eligible to vote in the June 9, 2020, Presidential Preference Primary and General Primary /General Non-Partisan Election is May 11, 2020. Voters may check their voter registration at mvp.sos.ga.gov. For further information or to request an absentee ballot call 770-288-6448.

Elections & Voter Registration Main Office: 40 Atlanta St., McDonough

May 18 th – 22	8:00 am – 5:00 pm
▪ May 25 th closed due to Holiday (Memorial Day)	
May 26 th – 29 th	8:00 am – 5:00 pm
May 30 th (Saturday)	9:00 am – 4:00 pm
May 31 st (Sunday)	1:00 pm – 5:00 pm
June 1 st – 5 th	7:00 am – 7:00 pm

Merle Manders Conference Center: 111 Davis Rd., Stockbridge

May 18 th – 22	8:00 am – 5:00 pm
▪ May 25 th closed due to Holiday (Memorial Day)	
May 26 th – 29 th	8:00 am – 5:00 pm
May 30 th (Saturday)	9:00 am – 4:00 pm
May 31 st (Sunday)	1:00 pm – 5:00 pm
June 1 st – 5 th	7:00 am – 7:00 pm

Fortson (Hampton) Library: 61 McDonough St., Hampton

May 30 th (Saturday)	9:00 am – 4:00 pm
June 1 st – 5 th	7:00 am – 7:00 pm

Locust Grove Library: 115 M.L.K. Jr. Blvd., Locust Grove

May 30 th (Saturday)	9:00 am – 4:00 pm
June 1 st – 5 th	7:00 am – 7:00 pm

Fairview Recreation Center: 35 Austin Rd., Stockbridge

May 30 th (Saturday)	9:00 am – 4:00 pm
June 1 st – 5 th	7:00 am – 7:00 pm

JP Mosley Recreation Center: 1041 Millers Mill Rd., Stockbridge

June 1 st – 5 th	7:00 am – 7:00 pm
--	-------------------

Vice Chair McBride made the motion to adopt the June 9, 2020, advance voting schedule. Board Member Brown seconded; the motion carried 4-0-1, with Chair Richardson sustaining.

VI. New Business

- A. Director Pitts stated to uphold the Shelter-in-Place, Election staff would mark off 6-foot spots for voters standing in line, and place one machine on each 6-foot table. She continued and stated the only concern she had was with showing identification and the voter signing the Poll Pads. Chair Richardson recommended using face masks for individuals in closer quarters. Vice Chair McBride suggested that face masks and gloves also be

mandatory and for those of who are not showing identification to stand 6 feet back.

- B. Director Pitts said the voting machines would be wiped down with the proper products outlined by Dominion. Dominion recommended to use 70% alcohol and lent free wipes. She also stated the office did not have a lot of cleaning and sanitizing supplies and wanted to make sure the voters had sanitizer available. Chair Richardson asked the Director to compile a list of supplies along with the names of the suppliers and to send the file to both him and Vice Chair McBride.
- C. Director Pitts stated that when voters are voting, privacy partitions are set up around the machines and poll workers are there to monitor the area and at the scanners as well. Board Member Schmelz asked if the partitions were given to us by the State, and Director Pitts said that the State provided them. Chair Richardson mentioned that some counties do not have the same partitions as Henry County.
- D. Director Pitts stated the office supplied two packs of paper per machine and have established a network with a neighboring county in case more is needed. She also indicated poll workers were trained to monitor the flow on the voting and to ensure printers are replenished before the paper runs out.
- E. Director Pitts provided an update regarding the number of absentee applications mailed out by the State as well as Election office. The Secretary of State office mailed out 166,268 absentee applications, and 4,366 were mailed by the Election Office staff, and the office had received 12,124 applications. The undeliverable absentee applications totaled 4,486. She mentioned the concern she has for the number of applications that were returned undeliverable due to the State not using the correct mailing address and that the office is coming up with a plan to get those applications out to those voters. She also mentioned poll workers were helping go through the mail as it came in. The Board discussed further, and Chair Richardson asked Director Pitts to provide regular updates and to publish a public service announcement letting voters know they are able to track their ballot on the Georgia My Voter Page and to post the PSA on social media, county website, newspaper, etc. Board Member Schmelz questioned if the postage for the resending out of the undeliverable applications was coming out of the budget. Director Pitts stated she would check with the State and provide a response, but she thought it would have

to come out of the local budget. Board Member Brown stated he read a news article this week stating the Federal Post Office would deliver absentee ballot application even without postage. Chair Richardson asked Board Member Brown if he would to share the new article with the board. Vice Chair McBride asked if citizens would have an opportunity to drop off the absentee applications. Director Pitts mentioned that drop boxes could be placed on county property. Vice Chair McBride asked if they would be secure, and Director Pitts stated that they will be monitored and have a camera on them. Chair Richardson mentioned that in the State Board Elections meeting, it was approved to use drop boxes for this election only and that it was voluntary for each county. Board Member Schmelz stressed her concern about the drop boxes and believed they should only put one in front of the main office. Chair Richardson made a motion to have only one drop box at the Henry County Elections Office at 40 Atlanta Street. Board Member Schmelz seconded; the motion carried 5-0-0.

VII. Announcement- Next board meeting on May 6, 2020

Chair Richardson announced that the next meeting would be May 6, 2020.

VIII. Adjournment

Board Member Brown and Chair Richardson thanked everyone for making the Zoom meeting happen and easily accessible. Chair Richardson made the motion to adjourn the meeting. Board Member Brown seconded; the motion carried 5-0-0.