

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 5, in the Conference Room, of the Elections and Registration Building, 40 Atlanta Street, McDonough, Georgia. Notice of this meeting was posted in the entrance foyer of the Elections and Registration Building. The Daily Herald was notified of this meeting. Those present were:

Andy Callaway, Chairman and Republican Party Appointee
Arch Brown, Vice-Chairman and Board of Commissioners Appointee
Mildred Schmelz, Democratic Party Appointee
Marie Thomas, Democratic Party Appointee

Not present was:

Debbie Moon, Republican Party Appointee

Also attending was: Tina Lunsford, Elections and Registration Supervisor, and Brook Schreiner.

Chairman Callaway called the meeting to order and asked for a motion to accept the agenda. Board Member Schmelz made a motion to approve the agenda; Board Member Thomas seconded. The motion carried 3-0-0.

Acceptance of the minutes

Board Member Schmelz made the motion to approve the March minutes; Board Member Thomas seconded. The motion carried 3-0-0.

FY 2018 Budget Reductions

Tina stated that the Director of Budgets has requested that the department reduce the proposed budget by 5%. For the department's budget that approximately \$168,000 reduction. Tina commented that she could not reduce the budget by 5% and provide a comfortable level of service to the voters, there are certain State mandates that have to be met. The reductions in this proposed budget will not be sufficient for the next year because it's a big election year. The recommended reductions for this proposed budget are:

1080-ELECTIONS		ADOPTED	ACTUALS	PROPOSED	REQUESTED	REVISED -5%
		FY 2017	FY 2017	FY 2018	FY 2018	FY 2018
		BUDGET	REV/EXP	BUDGET	BUDGET	BUDGET
REVENUE						
341-19-10	QUALIFYING FEES	-	8,788	38,000	33,000	38,000
373-40-00	ELECTIONS REIMB	-	-	22,500	22,500	22,500
TOTAL REVENUE		-	8,788	60,500	55,500	60,500
10-SALARIES & BENEFITS						
100-1080-514.10-11	REGULAR EMPLOYEES	365,462	199,007	364,734	365,910	364,734
100-1080-514.10-13	OVERTIME	22,000	16,832	22,000	22,000	22,000
100-1080-514.10-21	GROUP INSURANCE	73,881	45,626	77,452	77,456	77,452
100-1080-514.10-22	SOCIAL SECURITY(FICA)	24,034	12,855	23,988	24,061	23,988
100-1080-514.10-23	MEDICARE	5,621	3,007	5,611	5,629	5,611
100-1080-514.10-24	RETIREMENT CONTRIBUTIONS	28,907	16,400	29,115	29,219	29,115
100-1080-514.10-26	UNEMPLOYMENT INSURANCE	-	-	-	-	-
100-1080-514.10-27	WORKER'S COMPENSATION	1,851	1,314	2,478	2,486	2,478
Subtotal 10-SALARIES & BENEFITS		521,756	295,041	525,378	526,761	525,378
20-CONTRACTED SERVICES						
100-1080-514.20-11	OFFICE/ADMINISTRATIVE	20,000	19,650	20,000	22,000	20,000
100-1080-514.20-13	TECHNICAL	2,500	962	2,500	3,000	1,200
100-1080-514.20-14	MEDICAL SERVICES	300	5	300	300	150
100-1080-514.20-21	CLEANING SERVICES	-	-	-	-	-
100-1080-514.20-22	DISPOSAL	880	441	880	1,700	880
100-1080-514.20-26	REPAIRS & MAINTENANCE	10,000	10,000	10,000	10,000	10,000
100-1080-514.20-28	RENTAL OF LAND & BLDGS	6,600	9,750	59,000	59,000	12,000
100-1080-514.20-29	RENTAL OF EQUIP & VEHICLE	8,500	3,793	11,000	11,000	7,500
100-1080-514.20-32	COMMUNICATIONS	40,000	26,128	40,000	55,000	35,000
100-1080-514.20-33	ADVERTISING	5,000	5,000	5,000	5,000	5,000
100-1080-514.20-34	PRINTING AND BINDING	40,000	14,259	40,000	40,000	25,000
100-1080-514.20-35	TRAVEL	6,000	140	6,000	10,000	6,000
100-1080-514.20-36	DUES AND FEES	12,000	42	12,000	12,000	10,000
100-1080-514.20-37	EDUCATION AND TRAINING	3,000	-	3,000	5,000	3,000
Subtotal 20-CONTRACTED SERVICES		154,780	90,170	209,680	234,000	135,730
30-MATERIALS AND SUPPLIES						
100-1080-514.30-11	GEN SUPPLIES AND MATERIAL	13,000	4,639	13,000	16,000	10,000
100-1080-514.30-13	FOOD	1,000	1,069	1,000	1,000	1,000
100-1080-514.30-16	SMALL EQUIPMENT	40,950	37,683	40,950	64,233	40,950
100-1080-514.30-18	MAINTENANCE SUPPLIES	-	-	-	-	-
100-1080-514.30-26	TIRES ,BATTERIES, & PARTS	3,000	210	3,000	3,000	3,000
100-1080-514.30-27	GAS/OIL	2,500	320	2,500	2,500	2,500
100-1080-514.30-31	WATER	5,000	560	5,000	5,000	5,000
100-1080-514.30-32	GAS	3,000	389	3,000	4,000	3,000
100-1080-514.30-33	ELECTRICITY	25,000	6,547	25,000	26,000	25,000
100-1080-514.40-25	EQUIPMENT	-	-	1,750,000	-	1,750,000
Subtotal 30-MATERIALS AND SUPPLIES		93,450	51,417	1,843,450	121,733	1,840,450
Subtotal 1080-ELECTIONS		769,986	436,628	2,578,508	882,494	2,501,558
1080-ELECTIONS TEMPS						
100-1080-516-10-11	REGULAR EMPLOYEES	250,000	179,829	150,000	150,000	150,000
100-1080-516-10-13	OVERTIME	5,000	8,134	2,500	5,000	2,500
100-1080-516-10-22	SOCIAL SECURITY (FICA)	15,932	11,646	9,528	9,528	9,528
100-1080-516-10-23	MEDICARE	3,726	2,725	2,212	2,212	2,212
100-1080-516-10-26	UNEMPLOYMENT INSURANCE	-	-	-	-	-
100-1080-516-10-27	WORKERS COMPENSATION	1,811	24	1,090	1,090	1,090
Subtotal 10-SALARIES & BENEFITS		276,469	202,358	165,330	167,830	165,330
1080 - TOTAL EXPENSES		1,046,455	638,986	2,743,838	1,050,324	2,666,888

Rental of Equip & Vehicle is the account used for the rental of the U-Hauls used to transport the voting machines. It will only have to be used in May of this budget cycle. There is no way this amount will be sufficient for the next budget cycle, there will be a run-off election in August 2018 and a big election in November 2018 and a possible run-off in December 2018. Where it's possible to reduce some accounts for this fiscal year, there is no way it will work for the next fiscal year.

There's a huge reduction in Communications which is the account used for postage for the mailing of precinct cards, notifications and some software. The printing and binding account is used for ballots. The dues and fees are cut as much as possible. The State is only allowing two (2) per county attend this conference which will help a little. For the combined conference in March, that will not be the case. Also, \$10,000 was taken from General Supplies.

Board Member Schmelz asked if there will still be an increase in pay for the use of churches and/or facilities. Tina responded yes because that was approved in November so that will continue going forward. It will hurt in that we were hoping to get more of the precincts in churches but now there will be no funds to do that.

Also, regarding the Communications account, if there will be some changes with the precincts, possibly combining some precincts, how will we notify the voters. Tina responded advertising for the most part, the Communications account is for new precinct cards so that will hurt.

Tina stated that she wasn't able to reduce the budget by the requested 5% but was able to reduce it to 2.9% and she hopes that will be acceptable.

Board Member Schmelz asked for clarification regarding the Travel account, what kind of travel does this entail. Tina stated it's for the required conferences for food, lodging, millage reimbursement, etc. Board Member Schmelz asked if that would come from the Education and Training account. Tina stated that account is used for the training at Kennesaw for the machines. Also, the Dues and Fees account is for staff; there is a conference in August and one in March.

Board Member Thomas asked what the minimum number of people to attend the conferences. Tina stated two (2). Board Member Thomas commented that at the last conference there were six (6). Tina stated that Board members are encouraged to attend.

Board Member Schmelz commented that the concern is staff; how many staff members will be attending. Tina commented that three (3) will be attending in May, two (2) to three (3) will be attending in August. Board Member Thomas asked if it would be the same people, Tina stated no. Because people have different job duties, the conference in August is VRAG which is the voter registration side, so an

employee that deals primarily with the election side will not be attending that conference.

Board Member Thomas asked who funds the City Elections. Tina stated the cities do, but that money is not put back into the Departments account, it goes to the General Fund for reimbursements for the total election budget.

Board Member Schmelz asked approximately how much in total do we receive from the four (4) municipalities for handling their elections. Tina commented that Stockbridge alone will be \$25,000 because of what they approved for their election(s). There should be approximately \$12,000 from the City of McDonough and approximately \$5,000 to \$6,000 from Hampton and Locust Grove.

Board Member Schmelz stated she would like to know how our budget compares to other counties with similar number of voters. Tina responded that there are about six (6) other counties that we are similar to in numbers and she will reach out to them for a copy of their budget.

O.E.B. 3-31-17 Used TSX Units Purchasing Opportunity

Tina stated that San Diego County in California have the TSX units that were used in one (1) election. The State is allowing counties to buy those at \$500 each. We can't repair a unit cheaper than that. She was hoping to have the Board to approve the purchase of thirty (30) to forty (40) units. These could be used at some of the precincts closer to the office because they can't be transported by U-Hauls thereby increasing the number of available voting units. This may not be an option now.

Chairman Callaway asked if these units would have to be certified at a cost before they could be used. Tina stated yes they will have to be certified but it would be free to us. The State and Kennesaw in conjunction would certify them. The cost is \$350 per unit and \$150 for the licensing to load the software that is used in Georgia. There would be no cost for shipping of the units.

Tina stated the Board could direct her to see if there are funds remaining in the current fiscal years' budget to see if there is a possibility to get a purchase order before the county suspends purchases for this year so we can go ahead and purchase them.

Chairman Callaway asked what the timeframe for this purchase is. Tina stated they usually stop all purchases the second week in May.

Board Member Schmelz asked if there are funds in the current budget. Tina stated there is a possibility. It will depend on if they will allow us to transfer funds left from poll worker salaries to the small equipment account. Board Member

Schmelz asked how much is that, roughly? Tina stated approximately \$47,000 in that account alone. Board Member Schmelz asked how much would be needed to purchase the units. Tina stated that if we purchased forty (40), approximately \$21,000.

Board Member Schmelz made the motion to give Tina permission to inquire about transferring the funds to purchase the new units from the current budget. Board Member Brown seconded. The motion carried 4-0-0.

Update Board on action plan concerning polling place changes

Tina stated with the run-off election in December and having to enter the voter applications, it put us four (4) months behind on the plans to switch precincts, getting them out of the schools and into churches. There should be enough time to accomplish all of it. Tina reviewed the precincts for the ones with the most problems and/or complaints. After the changes are made, staff will review to see how many precincts are still in the elementary schools. That is where we have the biggest issues. Board Member Schmelz was concerned with the notification of changes for the precincts. Tina stated that the Board of Elections will have to approve the changes and an advertisement would have to run in the legal organ for two (2) weeks before any changes are made. Once the changes are made they will be issued a precinct card reflecting the changes. Board Member Thomas was concerned with the legal organ being the only way to receive public comments. Tina suggested to the Board direct her to also put the information on the website and also possibly a Facebook page for informational purposes only. The information would be approved by the Board before it can be placed on the Facebook page. Finding church facilities was not as easy as expected. The precincts with changes being proposed are:

Polling Place change recommendations

25- Locust Grove (*Locust Grove elementary school*) 95 Martin Luther King, Jr Blvd

Issues/complaints: *Complaints on parking and long walk through school. Elderly voter fell during the May primary election.*

Solution: *Change location to Locust Grove library which is the current location for early voting and the city polling place. Less than 1/2 mile from Locust Grove elementary school.*

.....

27- Rock Spring (Rock Spring elementary school) 1550 Stroud Rd., McDonough

Issues/complaints: Very busy elementary school. Location is down a narrow road and is not visible. Lack of convenient parking and voting takes place in a noisy environment.

Solution: Change location to Eastside Baptist Church 1070 Keys Ferry Rd. New location is 2.2 miles from school.

.....

31- North Hampton (Hampton elementary school) 10 Central Avenue

Issues/complaints: Voter confusion with locked front door-- voting is in the gym with its own entrance but it is not visible from road. Long walk.

Solution: Change location to Calvary Baptist church, 109 Oak St. New location is 1.1 miles from school.

.....

34- Wesley Lakes (Wesley Lakes elementary school) 685 McDonough Pkwy, McDonough

Issues/complaints: Voting takes place in back of school and voters have to walk through the school. Difficult to manage sign placement.

Solution: Change location to New Covenant Church of God 154 Jonesboro Rd., McDonough. New location is .7 miles from school.

.....

36- McMullen (Ola elementary school) 278 North Ola Rd., McDonough

Issues/complaints: Lack of convenient parking. Also past 2 elections custodian arrived late to open school for poll workers.

Solution: Change location to Sharon Baptist Church 536 North Ola Rd. Distance is .6 miles from school.

.....

39- Stockbridge East (Smith Barnes Elementary School) 147 Tye St., Stockbridge

Solution: Combine with Stockbridge West and remain at this location. On Election Day voter turnout is consistently low (less than 400 in November).

Stockbridge West polling place typical voter turnout for November elections is under 750 voters.

.....

44 -Austin Rd. (Austin Road elementary school) 50 Austin Rd., Stockbridge

Issues/complaints: Parking, constant changes in where voting takes place in school and voter confusion as to which is the correct polling place with Ellenwood precinct being so close.

Solution: Change location to Fairview community center which is also the new location for early voting for that area of the county.

.....

47- Ellenwood (Austin Road middle school) 100 Austin Rd., Stockbridge

Solution: I would suggest leaving the polling place here for now. The poll manager has a good relationship with the principal and they have voting in the gym. Did look at possible new locations:

Fairview Church of Christ 1048 Swan Lake Rd., Stockbridge .3 miles
Have left several phone messages and they have not responded.

New Hope Church of God 1738 Fairview Rd., Stockbridge .2 miles
Has K-12 school attached

By moving the Austin Road polling place to the Fairview community center it will give separation between the two polling places.

Board Member Schmelz commented regarding precincts 44-Austing Road (Austin Road Elementary School) and 47-Ellenwood (Austin Road Middle School). 47-Ellenwood (Austin Road Middle School) is her precinct and she’s had issues with the set up and actual location inside the school to vote. It has changed several times. The gym is a good location within the school.

Tina responded that initially the plan was to combine the precincts. Most of the voters in both precincts are workers so there peak times are early morning and from 5:30 p.m. to 7:00 p.m. The Code states if there is a voter in line past one hour of closing, you have to split the precinct. So we didn’t want to combine them and then turn around and split it. Tina spoke with the Poll Manager, Novell and he said he has it worked out with the principal where they will be voting in the gym.

Board Member Thomas asked if the Board needed to visit the proposed locations. Tina stated you can but know that the Calvary Baptist Church is eager to have us but we haven’t actually toured the building. The Board can meet there for a visit. Board Member Thomas commented that she trust staff’s judgment.

Chairman Callaway thanked staff for the work on the proposed precinct changes. He suggested voting on the changes at the May meeting.

GEOA conference May 7-11

Tina stated that this conference will recap any issues from the 2016 General Election. Henry County didn't have any major issues. There won't be any new legislation discussed at this conference. Board Member Brown asked had there been any discussion regarding the hacking incident. Tina stated there has been no conversation or information. It could've potentially affected all counties in Georgia.

Open Discussion

Board Member Brown commented that the Board was told that the Legislators would inform the Board of any changes that would affect elections. There was proposed legislation that was pulled at the last minute but no one was notified. The proposal was to re-align Representative Brian Strickland's district. Chairman Callaway stated he would follow up on that.

Board Member Thomas asked if there was any communication with the Chairman of the Board of Commissioners regarding the public comments at their meetings. Chairman Callaway responded no but he will follow up. Board Member Thomas commented that she noticed that it had improved.

Board Member Thomas commented that it was mentioned by Tina at the last meeting that someone had requested copies of the minutes and she wanted to know who made the request. Tina said they sent an email and we can't ask for their identity and why they made the request. The minutes were quickly given. Board Member Schmelz asked why weren't they directed to the County and they obtain it through the open records act. Tina stated the request can be made verbally. Board Member Schmelz asked if there was anyway the minutes could be posted on the website, the minutes are a matter of public record.

Chairman Callaway commented that Board Member Thomas had tendered her resignation effective at the end of her term. She stated she has enjoyed serving. Board Member Thomas stated that Board Member Schmelz is the one that got her in this position six years ago. She thanked Mildred.

Public Comment

There were no public comments.

Adjournment

Board Member Schmelz made the motion to adjourn. Board Member Thomas seconded. The meeting was adjourned.