

**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, July 11, 2018, 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:

Arch Brown, Chair and Board of Commissioner Appointee  
Mildred Schmelz, Vice-Chair and Democratic Party Appointee  
Andy Callaway, Republican Party Appointee  
Jon Kirkpatrick, Democratic Party Appointee  
Dan Richardson, Republican Party Appointee

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

**Call to Order:**

Chair Brown called the meeting to order.

**Acceptance of the Agenda**

Chair Brown called for an acceptance of the Agenda. Board Member Callaway made the motion to accept the agenda; Board Member Kirkpatrick seconded. The motion to accept the agenda carried 5-0-0.

**Approval of June minutes**

Chair Brown called for acceptance of the June 6th minutes. Vice-Chair Schmelz called for the minutes to be amended. With the minutes amended Board Member Richardson made the motion to approve the minutes; Board Member Callaway seconded. The motion carried 5-0-0.

Chair Brown called for acceptance of the June 28<sup>th</sup> Special Called meeting minutes. Vice-Chair Schmelz called for the minutes to be amended. With the

minutes amended Board Member Richardson made the motion to approve the minutes; Board Member Callaway second. The motion carried 5-0-0.

### **Board selection and vote on the new Chair and Vice-Chair**

Chair Brown spoke on the process of selecting the Chair and Vice-Chair; for this term the Chair would be a member of the Democratic Party and Vice-Chair would be a member of the Republican Party. Chair Brown asked the Board Members if they would like to vote on the selections one at a time or at the same time. Vice-Chair Schmelz indicated that the Bylaws state the Board should vote for both selections at the same time. Chair Brown asked Board Member Richardson if he would be agreeable to be Vice-Chair for this term since Board Member Callaway had already served as Chair. Board Member Richardson accepted. Board Member Callaway questioned if Board Member Richardson would have to serve on the board a year before he can serve as Vice-Chair. Board Member Schmelz stated the required year of service in the bylaws applies to just the Chair. Chair Brown motioned for Board Member Schmelz to be Chair and Board Member Richardson to be Vice-Chair; Board Member Richardson seconded. Board Member Richardson then asked Board Member Callaway to elaborate on his statement. Board Member Callaway stated that just like the Chair, the Vice-Chair is an office. In the Bylaws, it says you must serve for one year, and if we change the Bylaws on a whim the board is not doing service by the Bylaws. Vice-Chair Schmelz quoted Section 10.1 of the Bylaws as it states:

*“The Officers of the Board shall be a Chairman, Vice-Chairman. The officers shall be elected by the members of the Board by majority vote at the regular meeting of the Board conducted in July of each year and shall serve for a one year term or until their successor is elected and qualified.*

*To be elected Chairman of the Board, a member shall have served on the Board for at least one year. An attempt should be made to rotate the chairmanship among the members of the Board so that each member will have an opportunity to serve as Chairman every five years. The Chairman shall preside over all meetings of the Board with the right to vote on all appropriate motions. The Chairman shall also be entitled to second motions and nominate.*

*The Board will also elect a vice chairman. The vice chairman shall perform the duties and have the authority and powers of the chairman in his/her absence”.*

Vice-Chair Schmelz also stated that this amendment to the Bylaws was made January 6, 2016, with Board Member Callaway's signature. With no further discussion, the motion carried 5-0-0.

Board Member Schmelz thanked fellow board members. Chair Brown then turned the meeting over to new Chair Schmelz.

### **Update Board on July Runoff Early Voting turnout**

Tina updated the Board on the early voting statistics. Vice-Chair Richardson asked for the comparison to other runoffs. Tina replied the numbers are close to 2014 numbers but have lower voter turnout than 2012 and 2010. Board Member Brown asked if the extended hours are helping. Tina stated that there is a log where the number of voters are recorded hourly. Tina went on to state that the voter turnout is heaviest during lunchtime, which is between 11:00 am – 2:00 pm, compared to before or after work. Vice-Chair Richardson handed out a copy of the hourly log for the board to review. Vice-Chair Richardson reported on his time working the Saturday voting and also stated that Board Member Kirkpatrick was at the office during Saturday voting.

### **Board discussion regarding comprehensive early voting satellite plan**

Vice-Chair Richardson sent an email to the board members earlier regarding his communication with the Department Head of Planning and Zoning on the 2040 expectations for Henry County. In his discussion with the Department Head of Planning and Zoning; they will work with the County's GIS department in getting our board a spate analysis for specific growth areas. They should be finished in two to three weeks with the 2040 Comprehensive Plan and can begin working on neighborhood maps. Chair Schmelz asked if Vice-Chair Richardson had been in talks with Planning and Zoning advisory Board Members or had sat in on their meetings. Vice-Chair Richardson advised that he will be attending tomorrow's meeting. He would also like the office staff to get historical records on voter turnout and registration numbers. Vice-Chair Richardson asked Tina what the challenges would be in getting the information on the historical records. Tina stated we would be able to get some information from the State server and from the system the state converted to in 2012. Chair Schmelz suggested for Vice-Chair Richardson to get with Planning and Zoning's advisory board and department to get a copy of the

future land use map and plan with the office staff. Tina handed out to the board members points of consideration pertaining to more satellite locations. Board Member Kirkpatrick asked what other counties use. Tina stated that by state code, advanced voting locations must be in a government building. We are limited on what locations we can use in some areas of the county.

### **Discussion regarding a letter to Sheriff requesting polling place presence in schools on Election Day**

Chair Schmelz stated she had considered the letter and did some research, but she could not find the code section in the code book or from the conference materials. She asked Tina if she could reference the code section. Chair Schmelz continued that after some research, some entities were opposed to having sheriff deputies present due to the assumption of voter intimidation. Chair Schmelz would like to look at other alternatives. She suggested panic buttons for staff members that go directly to the Sheriff or Police department. Some other alternatives she suggested are from the ACLU, GA Project, and League of Women Voters; increase number of officers on duty and instruct them to pay close attention to the areas where polling locations are established, train poll workers to be more observant to possible terrorist threats, create emergency communication lines between police and poll personnel, and draw contingency plans to name a few. Vice-Chair Richardson stated that while at the Athens conference Chair Schmelz and he attended he talked to some counties and they have an officer there when the staff open the polls and close the polls. Originally when discussing this topic, he believed this is what the Board wanted compared to having an officer there all day and agreed with Chair Schmelz on the points she presented. Board Member Kirkpatrick suggested that the officers wear street clothes. Chair Schmelz stated that the Board needs to decide what they want to ask for before drafting the letter with the Board's request. Board Member Brown suggested that since Tina knows what direction we want to go in, she could meet with the representatives for the Sheriff and Police Department to start the conversation with our concerns. Tina reminded the Board this would only apply if there was a run-off election in December and for schools that do not have a resource officer. Vice-Chair Richardson suggested that a board member should partner up with Tina on meeting with the representatives for the Sheriff and Police Departments. Chair Schmelz agreed to partner up with Tina and asked for Tina to arrange the meeting. Vice-Chair Richardson reminded the Board that Chair Wood

had sent an email requesting a joint meeting to talk about the exit plan for schools and this could be part of the conversation as well.

### **Update Board on new polling locations effective 2019 calendar year**

Tina informed the Board that the Mt. Carmel polling location is the only remaining polling location without an alternate facility. Officially 35 polling locations are out of schools. Since Westside polling location will not be a school, the Board of Education is letting us continue to use the facility. Chair Schmelz asked how this will affect the budget. Tina replied that the cost to rent the churches would be \$8,050 per election. We will need to increase the rental of buildings line item in the next budget. Vice-Chair Richardson stated that this is another discussion Chair Wood wants to cover at the joint meeting regarding the additional expense and, from conversations with school board members and Chair Wood, everyone is in favor of the plan to exit the schools at the end of the year. Tina stated that there would be locations that are out of precinct lines and a report will have to be submitted to the State Election Board for approval. The office did look at the mileage of the changed locations, and the farthest change is 2.5 miles from the current location to the new site. Tina also stated there will be a cost for the change. There have to be signs created and posted at the old location and three other places for each of the changes. The legal organ will have to be notified and a notice will have to be published for two weeks. In addition, precincts cards will be sent out after the changes and the Board will need to decide if they want to send precinct cards just the one time or also before the 2020 Election. Chair Schmelz stated she is in favor of as much notice that can be done. Board Member Kirkpatrick agreed and stated that we need to remain uniform so there is no confusion to the voters. Tina agreed and stated it would cost approximately \$63,000 to notify the voters. Vice-Chair Richardson agreed and recommended that the Board put this item first and foremost when meeting with the Board of Commissioners

### **New Business**

Vice-Chair Richardson congratulated Tina on her reappointment. Vice-Chair Richardson also gave an update on the Business Continuity Plan and asked for it to be placed on the next meeting's agenda. Vice-Chair Richardson also suggested for the next meeting to be extended by one hour to discuss the business continuity plan.

Board Member Brown recommended that the discussion on changing the term of the Election Supervisor from starting and ending in July to starting and ending in January needs to start soon. The Board needs to come up with a step by step plan for when the next Assembly session begins we can present it on day one. He asked Tina if she could meet with the County Attorney to draft the legislation for approval. Chair Schmelz appointed Board Member Brown and Board Member Callaway to work with Tina and the County Attorney. Vice-Chair Richardson stated that Representative Rutledge would be the point of contact and is anticipating the legislation.

Tina informed the Board of an equipment demonstration from HartCivics on August 28<sup>th</sup> in DeKalb County and asked the Board to let her know if anyone is interested in attending.

### **Public Comment**

The following individuals were in attendance and spoke during Public Comments. Vivian Thomas, District 4 Board of Commissioner Candidate; Herman Hammonds, Thomas White, Henry County Democratic Chair; Pete Peterson, and Harold Thibodeaux.

### **Announcement-**

Next board meeting is August 1, 2018, at 1:00 pm at 40 Atlanta St., McDonough. The paper has been notified.

### **Adjournment**

Chair Schmelz made a motion to adjourn the public meeting and to convene into Executive Session for the purpose regarding a litigation case; Board Member Kirkpatrick seconded. The motion carried 5-0-0.