

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, October 3rd, 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:

Mildred Schmelz, Chair and Democratic Party Appointee

Dan Richardson, Vice-Chair and Republican Party Appointee

Jon Kirkpatrick, Democratic Party Appointee

Andy Callaway, Republican Party Appointee

Arch Brown, Board of Commissioners Appointee

Also attending was: Tina Lunsford, Elections and Registration Supervisor, Grayson Davis, Christi Hansen and Pete Peterson.

Call to Order.

Chair Schmelz called the meeting to order.

Acceptance of the Agenda.

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

Approval of the September minutes.

Chair Schmelz asked for a correction to be made to the September minutes. Chair Schmelz called for acceptance of the amended September minutes. Vice Chair

Richardson made the motion to accept the minutes as amended; Board Member Kirkpatrick seconded. The motion carried 5-0-0.

Board approval of the September Executive Session minutes.

Chair Schmelz asked for a correction to be made to the September Executive Session minutes. Chair Schmelz called for acceptance of the amended September Executive Session minutes. Vice Chair Richardson made the motion to accept the minutes as amended; Board Member Kirkpatrick seconded. The motion carried 5-0-0.

Board discussion on drafting an Advanced Voting Policy.

Chair Schmelz thanked Vice Chair Richardson for the creation of the Advanced Voting Policy draft. Chair Schmelz provided corrections and asked if there were any other changes or discussion. After discussion the Board decided to change the wording from policy to procedure. The Board requested the Director to provide input. The Director requested procedures to be added for Special Elections and Municipal Elections. The Board discussed and decided to have 3 members meet to finalize the Advanced Voting Procedures. The selected members were Vice Chair Richardson, Board Member Kirkpatrick and the Director.

Vice Chair Richardson to update the Board on the Business Continuity Plan and Board discussion on the Disaster Recovery Plan.

Vice Chair Richardson updated the board with information regarding his contact with Storm Water Management. The Board discussed the importance of polling locations located in a flood plain. The Board discussed determining a mile radius to use when researching polling locations using an interactive map by GIS that covers flood zones. The Board also discussed the different entities that the Board will need to meet with in order to proceed forward. Vice Chair Richardson

recommended and the Board decided that the entities would be the Board of Commissioners, EMS and suppliers in that order.

Supervisor Report

Chair Schmelz requested for the Director to provide a report on the status of the office. The Director explained that the office is currently focused on the training of poll workers and the L&A testing of the voting units. She also explained that 43 units were sent out for repair. The Board discussed the amount of units on hand and issues that could occur. Those issues included extra costs for repair, the timeline for repair, borrowing units from other counties and longer lines. The Board asked for an update on the poll watchers. The Director stated that the deadline was October 1st and the state would send out the list. The Board asked for an update on the transportation. The Director explained that we have been assured the issue with the trucks wouldn't happen again. The Director stated that the office will be using crossing guards for traffic control and that the cost is expected to be around \$8,000. The Director stated that 9716 applications were processed, 3376 absentee by mail requests processed and 2892 requests outstanding.

Chair Schmelz stated that the Director, Board Member Callaway and herself met with a representative from the Department of Homeland Security. Chair Schmelz requested for the Director and Board Member Callaway to describe the meeting. The Director stated that there were some concerns raised and that a report would be furnished to the board in approximate 3 weeks. The Director recommended having the joint meeting with the Board of Commissioners after receiving the report.

The Director stated that she reached out to the Senior Services Director Diane Reed and that each senior center was given 400 absentee by mail applications. She also stated that the League of Women Voters requested to do a presentation at the senior centers, but the representatives never showed up to the meetings. The Director explained that she had been in contact with the Director of the Transit Department. She explained that Transit is aiming to have a scheduled shuttle on the last week of early voting from the senior centers to the early voting locations but it depends on their scheduling.

Old Business

Chair Schmelz requested an update on the status of the interactive maps. The Director stated that the office is working on it. She stated it will be a collaboration with the GIS, IT, Communications and Tax Assessor departments regarding the interactive maps.

Chair Schmelz requested an update on the status of the joint meeting with the Board of Commissioners. Board Member Callaway provided an update. He is currently contacting members to find a time and stated that it is expected to be in November.

Board Member Brown provided an update on the Lake Dow community dams. He explained the current problems the community is facing and possible corrections they are attempting to make.

Vice Chair Richardson brought up the topic of soliciting poll workers. He asked if the office would be able to get pictures of the training that could be used for an advertisement.

New Business

Chair Schmelz stated that she received a certified letter requesting the early voting schedule from the ACLU. The Board discussed and decided to draft a policy regarding responses to any open record requests. The Board decided to have a Board Member assist the Director with any letters. Chair Schmelz state that she would take that responsibility.

Chair Schmelz requested that the Board consider asking for additional funding for an administrative assistant for the Director from the Board of Commissioners.

Vice Chair Richardson requested to have a discussion on precinct visits on Election Day. The Board discussed having a schedule for visits and the Election Day checklist to ensure all precincts are covered. The Board decided not to change the current practice.

Public Comments

Christi Hansen made a comment regarding the distribution of voting units to the advanced voting locations.

Announcement – Next board meeting on November 7th, 2018

Chair Schmelz announced the date and location of the next meeting.

Adjournment

Board Member Callaway made motion to adjourn; Vice Chair Richardson seconded. The motion carried 5-0-0.