

**THE BOARD OF ELECTIONS OF CHATHAM COUNTY
MINUTES**

February 10, 2020

BOARD MEMBERS: Thomas J. Mahoney - Chairman
Malinda Hodge – Vice Chair
Marianne Heimes
Antwan Lang
Debbie Rauers

STAFF: Russell Bridges
Lynn Trabue

MINUTES PREPARED BY: Russell Bridges
Billy Wooten
Caity Hamilton

CALL TO ORDER The meeting was called to order at 3:34 P.M. by **Tom Mahoney** who gave an Invocation and led the Pledge of Allegiance.

CHAIR ADDRESS **Mr. Mahoney** thanked those assembled for appearing at the meeting and noted that the agenda for the meeting was very full and would include the 2020-2021 budget.

MINUTES **January 13, 2020**
Motion by Mr. Lang, seconded by Ms. Heimes, that the Minutes of the January 13, 2019 meeting be approved. **Motion by Ms. Rauers** to amend the minutes to include the date in the heading, correct the spelling of Mr. Lang’s name in the instance it appeared as “Lange”, and add the names of those that compiled the minutes as Russell Bridges, Billy Wooten, and Caity Hamilton. **Seconded by Mr. Lang, amendments passed unanimously and minutes were approved.**

TREASURER’S REPORT **January 13, 2020**
Motion to approve by Ms. Hodge, seconded by Ms. Heimes, that the January Treasurer’s Report be accepted as information. **Ms. Rauers** asked which budget was being discussed, and **Mr. Bridges** clarified that it is the 2019-2020 fiscal year budget and that what is reported covers from July 1, 2019 through the period of the report, end of January 2020. **Ms. Rauers** requested clarification on several lines of the budget within this period regarding adequate funding and spending trends. **Motion passed unanimously.**

OLD BUSINESS **2020-2021 Budget**
Mr. Bridges advised that originally the budget was meant to be submitted prior to this meeting, but now he has until Friday to submit the budget in order to give the Board more time to discuss and include anything that comes up in the meeting. **Mr. Bridges** presented a staff report regarding the current budget and new budget.
Ms. Rauers asked if there was a bonus built in for poll workers that have to work past when would be considered a normal hour in their polls. **Mr. Bridges** responded that this was not allowed for in the current budget proposal but could be addressed at the point of need. **Ms. Hodge** asked how many temporary positions were being considered in 3.a. and cited 3.b. for clarification on capital building projects. **Mr. Bridges** responded that three temporary positions were listed and that outside the existing building proposal there were no capital needs being addressed or included in this budget. **Mr. Lang** asked if there were any other needs the Board could anticipate to be included, to which **Mr. Bridges** replied that he believed all foreseeable needs had been included but as it had not been turned into the county yet it was still changeable. **Mr. Lang** asked what the total budget would be after everything was added. **Mr. Bridges** stated that the number was on a spreadsheet that he did not have with him, but it was around \$1.5 million. **Ms. Heimes** asked how it could be proved to the county that a new building is necessary and **Mr. Bridges** responded that the county is currently considering constructing a new building nearby on the current site to replace the current structure, but that he does not have further details regarding potential plans. **Mr. Mahoney** stated that he thinks it would be appropriate for the Board to start working with an architect to update the architectural drawings for current needs and that it should be added into the new budget. **Ms. Heimes** requested to revisit the issue of a new facility. **Mr. Lang** asked where the \$5 million meant to help fund the voting machine

transition is set aside; **Mr. Bridges** responded it is in a county Contingency Fund and is not a part of the Election Board's budget. **Ms. Rauers** brought up the option of asking the State for financial assistance to come out of the money saved in the lower bid from Dominion. **Mr. Mahoney** suggested that these questions be put aside and returned to later in the meeting so the agenda could move forward. **Ms. Hodge motioned as such and Ms. Heimes seconded the motion. Motion passed unanimously.**

Poll Worker Pay

Mr. Lang asked if the Board needs to approve the incentive and pay raise separately or together before the budget is adopted. **Mr. Mahoney** stated that the intent of the budget was to make the funds available for those things, so they could be adopted separately after the budget is adopted.

Poll Worker Incentive Plan

Ms. Rauers asked if **Mr. Bridges** would identify what he meant by "incentive". **Mr. Bridges** clarified it as the plan proposed to the board to help in recruitment and retention of poll workers. **Mr. Mahoney** pointed out that the board had already informally adopted the proposal and that in order to fund the proposal it needed to be added to the budget. He also asked for clarification on the amount budgeted towards this and the procedure for presenting it to the county. **Mr. Bridges** clarified his formatting and the budget numbers line by line, as well as how he would go about presenting it and work with the budget analyst on how to structure it correctly.

Future Retreats

Ms. Heimes asked about the inclusion of board training in the budget; **Mr. Bridges** replied that he included \$5,000 in the Payments to Others category to cover the expenses of continuing retreats.

Operating budget

Mr. Bridges detailed that the Repairs and Maintenance budget would be dropped to \$50,000 and **Ms. Rauers** asked if that category in past budgets had included the Extended Maintenance Agreement, to which **Mr. Bridges** replied that it had. **Mr. Bridges** discussed the raise in the budget for Other Supplies, and **Ms. Rauers** asked how he had come to those numbers. He stated that the new system, being a paper ballot based system, would require more funds for security paper and toner cartridges for the ballot printers, and that some money would come out of a Contingency Budget within this year's budget.

New Voting System

Mr. Bridges invited the Board members to visit the warehouse again to see progress on organizing the new machines. He presented a report detailing the quantities received of new voting equipment and listed items not received as the cases to put equipment in, privacy screens, and UPS units. **Mr. Bridges** identified further needs as poll scanners for backup purposes. **Mr. Bridges** introduced Scott Covey from Dominion System as our designated technical representative. **Ms. Rauers** asked Scott if a certified programmer was necessary to program the machines and Scott responded that was not necessary and he would be training people in the office to do that.

Mr. Bridges listed the new voting machine demos currently scheduled. **Ms. Heimes** identified a meeting on the Islands on March 4 where a demo could take place and **Mr. Bridges** responded that he would look at who could be scheduled for that event given the fact that there is large demo scheduled in Bloomingdale at the same time. **Ms. Rauers** asked how the demos are being advertised and **Mr. Bridges** responded that the groups are printing flyers and the state contact and the county PIO are doing media releases. **Ms. Hodge** informed the Board that the NAACP had reached out wanting a Feb. 23 date. **Ms. Rauers** asked if the media could put the demos on TV and YouTube. **Mr. Mahoney** pointed out that a shareable link to a video is already being used for this purpose.

Mr. Bridges stated that there is an issue with having enough storage space for the new equipment and that he is working with purchasing to move out their surplus equipment currently in a small building in the Elections office parking lot in order to move our equipment into it. Purchasing has said they will give us that space and recycle or dispose of their surplus to clear the space for our use. **Mr. Bridges** will be meeting with ADS and ICS to add security to the building. **Mr. Mahoney** asked how long we could use that facility and **Mr. Bridges** said that Purchasing recognizes our need and had granted use for as long as necessary until another

solution can be found. **Mr. Mahoney** asked how the security measures would be paid for; **Mr. Bridges** said that we would purchase the security cameras and that we were already paying monthly for the security system and he only expects an additional fee for added sensors. **Mr. Lang** asked for a list of how many machines, with particular emphasis to the ballot box, would be dedicated to each polling place to ensure that each poll receives the proper amount. **Mr. Bridges** stated he would produce a list and distribute it before the meeting, and that each ballot box could handle at least 3500 ballots and the number distributed would be based on that capacity. **Mr. Bridges** and **Mr. Mahoney** both stated as well that most polls were only slated to receive one, as there are 92 polls and 106 ballot boxes, and only the largest capacity polls were slated to receive two. **Mr. Mahoney** further stated that he was considering the option of only deploying machine to each poll and holding back the extra machines to be delivered where needed. **Mr. Bridges** further explained that the BMDs are universally programmed but configured for a poll and can be changed as necessary, so additional BMDs can be sent to locations with a higher than expected turnout. He also stated that he is not opposed to purchasing and deploying two ballot boxes per location, but with their current pricing it is impractical. The state does have a contingency plan for if the ballot box fails so that the poll can continue to operate. **Mr. Lang** asked how many early voting machines registrar was using and how many voting machines per site they allocated. **Mr. Bridges** responded they are using 65 and that number is determined by them. **Ms. Hodge** asked how the above discussion ties back to the budget. **Mr. Bridges** stated that most of what they have been discussing will come out of the current budget and the Contingency Fund because of the immediate need.

Mr. Bridges added that 11 poll workers went out with a state-provided inspection team that morning to begin inspecting each polling place and early voting site and determining the level of adequacy of the electrical systems and ADA accessibility.

Mr. Lang motioned to accept the budget proposal, seconded by **Ms. Rauers**. **Ms. Hodge** asked if the Board would be accepting the budget with the proposed amount that includes the new rate and the initiative; **Mr. Mahoney** affirmed that it would. **Motion passed unanimously.**

Board Retreat

Ms. Heimes motioned to appoint a committee from the board, one Democrat and one Republican, to work on redoing the bylaws with an appropriate member of the county and that a second like committee be tasked with writing a mission statement. **Ms. Hodge** seconded the motion. **Mr. Mahoney** asked for volunteers and **Ms. Hodge** reminded the Board that she and **Mr. Wooten** had already been appointed to craft the mission statement. **Mr. Wooten** stated that he had already started a draft of the mission statement and sent it to **Ms. Hodge**. **Motion passed unanimously.**

NEW BUSINESS

March 24 PPP

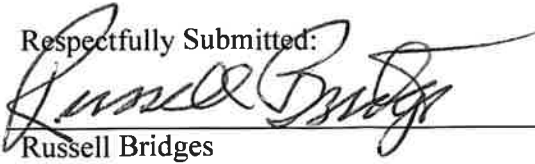
Mr. Bridges stated that Registrar started mailing absentee ballots on Feb. 5, well within UOCAVA deadlines, and ballots are being pre-printed in the office and reordered according to need by precinct. The decision has not been made as to whether provisional ballots must be printed or can be provided by the BMD. **Mr. Bridges** also advised that there will be review stations in each poll and the ballot scanners will be set up in the exit path with one or two people stationed nearby to make sure each voter turns in their voter card and scans their ballot before exiting. There will not be voter certificates for standard voters, and voters will view their own choices on the poll pads and sign them before being issued their cards; certificates will only be issued on supplemental and provisional ballots. **Ms. Rauers** asked if the paper certificates would need to be scanned and **Mr. Bridges** responded that those would be turned over to the Registrar and processed on the back end per the usual procedure. **Ms. Rauers** asked when ethics materials and campaign finance information would be posted on the website. **Mr. Bridges** responded that it would be posted as soon as the information is available. **Ms. Heimes** requested that the information be transmitted to both Parties as well for distribution to qualifying candidates.

PUBLIC COMMENT Several members of the public addressed the board.

ADJOURNMENT: **Motion by Ms. Hodge, seconded by Mr. Lang,** to adjourn the meeting.
ALL APPROVED.

The meeting was adjourned at 5:16 PM.

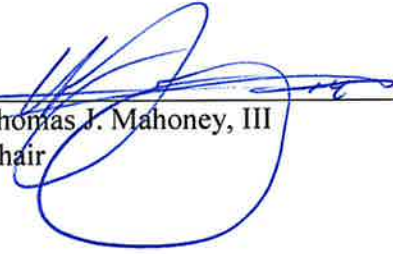
Respectfully Submitted:



Russell Bridges
Supervisor, Secretary to the Board



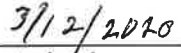
Date Approved



Thomas J. Mahoney, III
Chair



Notary Signature



Date Notarized