****Hart County Board of Elections and Registration

**Minutes**

**March 18, 2016- 10:00 A. M.**

**Board Members**: *Garry Hamilton,* Board of Elections, *Jim McCormick,* Board of Elections, *Ronda Starks,* Board of Elections

**Election Coordinator:** *Robin Webb*

**Guests:** Mark Hyndes, The Hartwell Sun, Mary Beth Focer

1. **Meeting Called to Order** Chairman, Garry Hamilton at 10am
2. **Welcome** Garry Hamilton welcomed Board, Staff and Guests
3. **Agenda Approved:**
* Ronda made the motion to approve agenda
* Jim second – Agenda approved
1. **Minutes Approved:** (minutes from January 20 and March 14, 2016)
* Ronda inquired if March 14, 2016 was a Board Meeting-Garry answered that it was a Board Work Session and was made public because a quorum was present
* Jim made a motion that minutes be approved
* Garry Seconded-all approved
1. **Chairman’s Report:** Garry reported that he and Jim attended March 14, 2016 Work Session that to get feedback from March 1, 2016 PPP Poll Managers and Assistant Managers.
2. **Old Business:** Candidate Qualifying
* Garry called on Robin Webb to report on March 7-11 Candidate Qualifying
	+ Robin reported that Democrat and Republican Parties had an agreement that Candidate Qualifying would be at the Board of Elections Office with Elections Coordinator doing data entry. Party representatives given qualifying fees daily for deposit and qualifying documents to review and approve. On Friday, March 11 Party Representatives and Board of Election Members and Staff met to approve all documents, disburse qualifying fees and certify candidates. There were two non-partisan Candidates, three Democratic Candidates and 14 Republican Candidates to qualify.
1. **New Business:**

Poll Worker Debriefing

* Garry called on Robin to report feedback from Poll Workers during March 14 meeting. The following subjects were brought up by staff with recommendations for improvements:
	+ More equipment hands-on training
	+ Better Provisional Training
	+ Paperwork samples
	+ Cheat Sheets for Opening and Closing Procedures (possibly make into name tag form)
	+ Deliver signs with equipment
	+ Have Poll Managers meet at poll the day before for set-up
	+ Sheriff Deputies to be on site from 6-7am and 7pm until managers leave
	+ Add “Position” to name tag
* Each Precinct also had comments:
	+ Hartwell-improve set-up and congestion; wires for equipment
	+ Shoal Creek-large outside signs; handicap parking signs
	+ Bowersville-work on door; large outside signs (all pavement)
	+ Goldmine-poor lighting; spacing of equipment; better seating for disabled; higher tables for paperwork
	+ Reed Creek-large outdoor sign
	+ Bio-concern about mentally disabled voters-Can a PW challenge a voter?-this concern will be addressed to County Attorney for advisement
* Managers were asked about staffing for future elections. Staff will remain the same for May Primary. Cokesbury (4) and Reed Creek (6) feel that they are staffed sufficiently for November. Bio, Bowersville, Shoal Creek and Goldmine would like to staff (5) poll workers each and Hartwell will possibly staff (8-10).
	+ Garry made a motion to do a sign inventory and purchase signs and frames as needed so that each precinct had sufficient signage.
	+ Ronda seconded motion
	+ All Approved

L& A Testing for May 24, 2016 Election-tentative date- April 26 at 9am

Poll Working Training

* Tentative Dates-Advance Poll Worker Training April 20, 2016 @ 2pm at Board Office

Election Day Poll Worker Training May 10 and 12 (dependent on facilities availability**\*\*\*\***)

 Training to be held at Hart County Library Adult Learning Center

* It was agreed at all new Poll Workers watch the Secretary of State Training Videos as a prerequisite to attending training

Discuss 21-2-267 Public and Private space in Polling Locations

* Jim read the code
	+ Jim made a motion to invest in the proper equipment or supplies (poles, plastic chains) as a solution to comply with the intent of the law to separate public and private space in polling locations
	+ Ronda seconded
	+ All approved

Budget

* It was discussed that the Office may be over budget for Poll Workers for the year
* Due to insufficient documents, the budget discussion was tabled until next meeting
* Documents will be collected and given to Board Members
1. **Public Comment:**
* Garry mentioned that an audit was being conducted on the March 1, 2016 PPP
	+ Robin stated that the audit was non-conclusive at this time
* Mary Beth Focer questioned dates of May Primary-she was given the information in question. She also questioned the delivery of voting equipment before Election Day. She was given delivery procedures. She also questioned disc from 2014 elections. She was informed that the hard drive from the GEMS server for ALL elections prior to November 2015 was sealed at the Clerk of Court and that any back up CD’s would be in election records. She was also asked that if she wanted any records to please do an Open Records Request with the dates and reports in question. She was also provided with a copy of the budget that was in question earlier.
1. **Executive Session:** none
2. **Meeting Adjourned:**
* Motion to adjourn by Jim
* Seconded by Ronda
* All in favor
* **+** L&A Testing
* Poll Worker Training
* Discuss 21-2-267 Public and Private space in Poll Place
* Budget

**\*\*\*\*Due to scheduling conflict with the Hart County Learning Center, Election Day Poll Worker Training date has been rescheduled to May 9 at 7pm and May 11 at 10am.**

**Garry Hamilton, Chairman**