

CLAYTON COUNTY BOARD OF ELECTIONS AND REGISTRATION

Regular Business Meeting  
4:30 p.m.

July 13, 2017

SUMMARY MINUTES

PRESENT: Chairman Dorothy Hall, Secretary Ruth Ash, Board Member Patricia Pullar, Board Member Carol Wesley, Director Shauna Dozier, and Clerk Allison Ruotolo. NOT PRESENT: Vice-Chairman Harry Osborne, Elections and Registration Supervisor Kamardi Carter.

1. Chairman Hall called the meeting to order.
2. Moment of silence observed.
3. Motion by Board Member Wesley, second by Secretary Ash, to adopt the agenda for the July 11, 2017 Regular Business Meeting of the Board of Elections and Registration. Vote unanimous.
4. Motion by Board Member Pullar, second by Secretary Ash, to approve the minutes of the June 13, 2017 Regular Business Meeting of the Board of Elections and Registration. Vote unanimous.
5. PUBLIC COMMENTS: None.
6. Old Business:
  - A. Board Member Pullar asked if any information had been received regarding the Secretary of State's investigations launched on voter registration.

Director Dozier stated that would be something that would need to be discussed in executive session, but to answer the question, no information has been received.

7. New Business:
  - A. Director's Report.
  - B. City of Morrow Intergovernmental Agreement.
  - C. City of Jonesboro Intergovernmental Agreement.
  - D. Hearing to remove felons from elector's list.
  - E. Hearing to remove deceased voters from elector's list.
8. Director Dozier reported that the office has been focusing on preparing for the Voter Registrars Association of Georgia Conference, processing voter registration applications, processing National Change of Address cards, and redistricting.
9. Ms. Dozier presented the board with intergovernmental agreements received from the City of Morrow to conduct their elections and the City of Jonesboro to utilize the county voting equipment for their November General Election for the board's consideration.
10. Director Dozier informed the board that the Board of Commissioners have approved the budget for fiscal year 2018. Ms. Dozier pointed out four enhancements that were requested by the office. Of the four enhancements requested, the only one approved was to receive an additional \$25,000 for Election Center renovations to include an update in security, install cameras, and to better utilize space in the building for training.

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11. Ms. Dozier stated as of July 1, 2017 there are 178,786 registered voters in Clayton County.

12. Director Dozier informed the board the office has received the National Change of Address notices from the Secretary of State's Office sent out to voters who have updated their addresses with the United States Postal Service but not with the voter registration office. Director Dozier explained the two systems are compared and a NCOA notice is generated to send to the voter to update their information. The office has mailed out 10,751 notices for an estimated cost of \$5,267.99. The notices are processed upon return to the office.

13. Director Dozier stated the office is in the process of completing the redistricting for the City of Riverdale. In addition, the office is working on municipal street audits.

14. Board Member Pullar suggested providing a statistical report in the future to justify the need for a departmental vehicle.

Ms. Dozier stated the information was provided as justification when the enhancement request was submitted.

Board Member Pullar stated that she and other board members would have been glad to make the case to the Board of Commissioners and Chief Financial Officer on behalf of the office regarding the enhancements had they known the requests were being made.

Ms. Pullar suggested going forward the board should review large budget expenditures in order to attain requests as an offset to the lack of office staff. Ms. Pullar recommended each board member contact their appointing commissioner to advocate for the requests.

Board Member Pullar stated the department should not be without resources and tools during each election cycle. For example, Ms. Pullar stated the department should request a new building to house all election equipment, training space, and staff as requested in the past by the former Elections Director. Also, proper transport of election equipment is essential in maintaining the integrity of the sensitive voting machines.

Ms. Pullar recommended the department wish list should be submitted in writing to the board with attached justification and statistics prior to the budget being considered so that the board can advocate on behalf of the department to the Board of Commissioners; and to ensure the office has everything needed for a successful election. Also, to further enlist the trust of the public in the election process.

Director Dozier discussed the impact of the lack of a department vehicle/van with the board to include staff having to utilize their personal vehicles for voter education, community outreach, and annual conferences. Ms. Dozier stated the office goal is to visit each commission district at least twice a month and for now the office will continue to request the use of a county vehicle.

Chairman Hall asked if the county provided a pool of cars for departments to operate sufficiently in the community.

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Director Dozier explained the office was able to utilize a county vehicle for a short time last year but has not been successful requesting one this year due to availability.

Chairman Hall stated she agreed with Board Member Pullar for the board to advocate and lobby with appointing commissioners.

Director Dozier explained the Elections Technician position is imperative to maintain over \$2,000,000 of voting equipment on a daily basis and is currently not being done. For example, the machines must be placed on a charging schedule and maintained. The position has been brought before the Board of Commissioners a couple of times but has been removed from the agenda and does not go to a vote.

Ms. Dozier explained the money received from the municipalities to conduct their elections is a reimbursement that goes into the general fund to cover the charges the county pays in advance to conduct the elections; however, going forward Director Dozier has implemented a requested 10% admin fee for municipal contracts that will be used to repair voting equipment.

Board Member Pullar asked why the admin fee is placed in the county general fund and not put back into the department budget if the county would not receive it unless conducting the election.

Director Dozier stated the county is nearing 200,000 registered voters. The office is unable to operate efficiently with a budget in place for 15,000 registered voters as it was several years ago. Ms. Dozier explained this is why she has continued advocating for this year round position that is budget neutral because Director Dozier has not filled two part-time positions. Ms. Dozier stated she will put the request for the position back on the agenda as another attempt. The Elections Technician position is responsible for training, maintaining equipment, delivery of equipment before and after advance voting and elections.

Board Member Pullar suggested preparing justification for enhancements as verbalized to the board because the office cannot operate with a budget from twenty years ago and it is important to be proactive.

Director Dozier informed the board 10% is standard for counties requesting an admin fee.

Chairman Hall suggested talking points be provided to present to the Board of Commissioners along with cost analysis like ones previously provided to the board by Director Dozier.

15. Ms. Dozier explained to the board the contract with the City of Riverdale will expire December 31, 2017 so an admin fee was not charged because it was not in the original contract.

16. Director Dozier discussed new voting equipment possible in the future according to Election Systems & Software to present to the Secretary of State. Ms. Dozier will contact ES&S about a video or information to bring to the board.

17. Motion by Board Member Pullar, second Secretary Ash, to approve the intergovernmental agreement with the City of Morrow. Vote unanimous.

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18. Motion by Board Member Pullar, second Secretary Ash, to approve the intergovernmental agreement with the City of Jonesboro. Vote unanimous.
19. Motion by Board Member Pullar, second by Board Member Wesley, to remove the list of felons from the electors' list. Vote unanimous.
20. Motion by Board Member Pullar, second by Chairman Hall, to remove the list of deceased voters from the electors' list. Vote unanimous.

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**{SIGNATURES NEXT PAGE}**

There being no further business, motion by Board Member Pullar, second by Secretary Ash to adjourn the Regular Business Meeting at approximately 5:01 p.m. Vote unanimous.

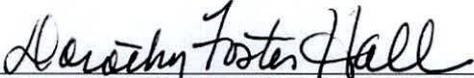
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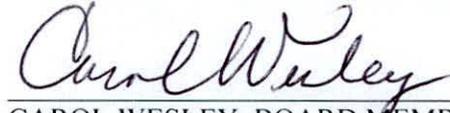
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DOROTHY FOSTER HALL, CHAIRMAN

  
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HARRY A. OSBORNE, VICE-CHAIRMAN

  
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RUTH F. ASH, SECRETARY

  
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PATRICIA PULLAR, BOARD MEMBER

  
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CAROL WESLEY, BOARD MEMBER

ATTEST:

  
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ALLISON R. RUOTOLO, CLERK