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## **GLYNN COUNTY BOARD OF ELECTIONS AND REGISTRATION**

Meeting, Tuesday December 8, 2020

The December meeting of the Board of Elections and Registration was called to order by Chairman Gibson at 6:45pm.

Present were Patricia Gibson, Chairman; Patricia Featherstone, Vice Chairman; Keith Rustin, Secretary; Sandy Dean, Member; Christopher Channell, Supervisor; Christina Redden, Assistant Supervisor; Taylor Cooper, The Brunswick News; Penny Hennessey; Jeff Kilgore. Tommy Clark, Member was absent.

### ***Public Comment***

No public comment.

### ***Approval of Minutes***

The November 10, 2020 Minutes were corrected and approved 4-0.

### ***Old Business***

#### ***Goals and Objectives for FY22 Budget Process***

Mr. Channell presented the final goals and objectives for Board approval. A response to the budget and staff requests will not be received until closer to the FY22 start in July and may be ongoing.

The Board discussed Goal 6 in detail, focusing on the logistics and planning for voting precincts and the BOE office. The Board agreed there is a need to examine the number of current precincts and the ability to staff those polling locations. Many larger locations are in close proximity to others and actually may be better suited to serve the increased turnout. The Board agreed to continue the goal of moving polls out of public schools for student safety and traffic congestion issues. Other precinct changes may be postponed until census redistricting is complete. The Board discussed the importance of creating masterplans for all polling locations including diagrams and back-up plans for worst-case scenarios. Ms. Featherstone urged prioritizing the early voting site on Saint Simons Island. Fire Station #2 is the only island facility which meets early voting code and there may be County plans to repurpose the space.

#### ***2020 Presidential Election Risk Limiting Audit, Recount, and Runoff Prep***

The hand audit was completed in two days. The official Recount took more time due to wear on the ballots from the hand recount and having only one scanner for recounting. The voter registration deadline for the Runoff has passed with minimal increase to voter rolls. Most of the pending voters have been processed, those remaining cannot be processed due to outstanding ballots in other counties. Requests for absentee ballots are being processed same-day as received. Approximately 33% mailed have been accepted back. Advanced voting begins next week (14-December) through 31-December. Poll worker staffing will be adjusted according to turnout. The ballot drop boxes are open.

### ***New Business***

#### ***Job Descriptions/ Position Requests***

Mr. Channell presented the proposed new staff positions, Elections Technician and an Administrative Technician, and the related job descriptions to accompany the budget requests. One position is to replace the Dominion Technician with an in-house elections technology specialist. The second position will serve as an Elections Clerk and assist with absentee ballots and database maintenance. Ms. Gibson commented this is the Board's first official request for additional help and it is urgently needed. Mr. Rustin inquired about costs. These positions may add \$56,000 to the budget. Ms. Featherstone



commented the addition of permanent, well-trained employees should help reduce the cost of additional seasonal workers during peak elections activity. Ms. Dean motioned to make a formal staffing request for these positions, Mr. Rustin seconded. The motion passed 4-0.

### ***Preliminary Budget Discussion***

Less than 10% of the existing poll worker budget remains after record voter turnout, an August runoff, the audit, and the November recount. Mr. Rustin commented this shortage is an example of personnel needs. Mr. Channell agreed and added the new equipment required more precinct staff than originally budgeted. The remaining budget must cover the coming runoff and any potential special election, including a SPLOST, happening in March. Some funds will be transferred from the regular salaried budget. The legal fees from the County police referendum lawsuit were an unbudgeted expense. Ms. Featherstone inquired about the cost of the ballot drop boxes. Mr. Channell answered purchases are reflected in the budget but not the IT costs of installing security cameras.

Mr. Channell presented the Dominion price list for ongoing machine warranty and future purchases. The basic machine warranty is \$38,000 and only covers Dominion hardware. It does not cover PollPads, printers, and other peripherals. The state-financed warranty expires in December 2021 and the county warranty must be included in the last 6 months of the FY22 budget. The State will cover the significant software licensing costs for 10 years. Mr. Rustin asked Mr. Channell to research the cost of PollPad and peripheral warranties.

### ***Space Needs***

Mr. Channell presented the urgent facility expansion needs at the BOE office. The office space and storage is at maximum capacity. The available square footage is significantly lower than counties with similar registration and turnout numbers. There is no room for required increased inventory if voter registration continues to increase. The Board decided to make a formal request to the County Commissioners explaining the space needs and challenges. Ms. Gibson stated it was best to address the issue as soon as possible at either a formal meeting or work session. Ms. Dean made a motion to create a formal needs request to be presented to the County Commissioners in January. Mr. Rustin seconded, the motion passed 4-0.

### ***Office Report***

There was no additional reporting beyond that already stated in earlier agenda items.

### ***Board Member Comments***

Ms. Featherstone requested November voting metrics as soon as they are available. Ms. Featherstone commented on expanding social media outreach to platforms beyond the single page. Ms. Redden will consult with IT about network safe platforms to utilize. Ms. Gibson inquired about Election Day assignments and Mr. Channell will provide those closer to the day.

### ***Executive Session***

There was no motion for Executive Session.

### ***Adjournment***

A motion was made to adjourn and approved 4-0.