



GLYNN COUNTY BOARD OF ELECTIONS AND REGISTRATION

Meeting, Tuesday, April 11, 2023, Board of Elections Office

The April meeting of the Board of Elections and Registration was called to order at 2:15 PM.

Present were Patricia Featherstone, Chairman; Keith Rustin, Vice Chairman; Ward Schaumberg, Secretary; Sandy Dean, Member; Tommy Clark, Member; Christopher Channell, Director; Christina Redden, Assistant Director; Taylor Cooper, *The Brunswick News*; Terry Starry; Joyce Kitchens; Vikki Moody; Lavonia Clark

Public Comment

There were no public comments.

Approve the Minutes of the March 14, 2023 Regular Meeting

Mr. Clark made a motion to approve the minutes and Ms. Dean seconded. The minutes were approved 5-0.

Old Business

Standard Operating Procedures

Ms. Redden reviewed drafts of four standard operating procedures (SOP). The drafts involved procedures related to walk-in voter registration, by-mail/third-party voter registration, processing voters listed on the Coroner's monthly vitals list, and felon list maintenance. Board members discussed the procedures and requested minimal revisions. Ms. Dean made a motion to accept the revised SOPs and Mr. Clark seconded; the SOPs were approved 5-0.

Legislative Update

Mr. Channell reviewed the two elections bills which passed in the legislative session which ended in March. Senate Bill 129 (SB129) addressed several issues including defining the makeup of a Performance Review Committee of the State Election Board, third party absentee ballots, employee time-off for early voting, extending the election night reporting deadline to 11:59 PM, and adding a risk-limiting audit after every statewide federal election. Senate Bill 222 (SB222) ensured local elections and registration offices can only receive grants which are publicly funded and disbursed through the State and established a budget and executive director for the State Election Board. Mr. Channell noted that although amending the 250 voters to 1 machine rule was in several initial drafts of legislation, it ultimately was not included in passed legislation. Mr. Channell was told by a local legislator there is concern the revision would increase lines if counties did not deploy adequate machines. Ms. Featherstone suggested the local legislators be invited to meet with the Board and Director to discuss the past legislative session and goals for the next session.

New Business

Crisis Communication Response Plan

Ms. Redden presented a flowchart of anticipated actions in an emergency. This flowchart, once approved, will be used to write the crisis communication response plan. Ms. Redden explained the flowchart and gave examples of the four different pathways for action: Physical versus procedural pathways and sub pathways for each of those for incidents which impact voting or tabulation and those which did not. Ms. Redden noted specific actions taken and their order depending on the severity of the situation. Board members requested revisions to the flowchart which will be evaluated at the next regular meeting for approval. Once approved, Ms. Redden will draft the initial crisis communication response plan for approval.

Election Year 2024 Preparation Topic: List Maintenance

Mr. Channell explained list maintenance is an ongoing activity in elections offices. SOPs regarding list maintenance were approved earlier in the meeting, involving felons and deceased voters, and would be used as a template to write the remaining list maintenance procedures. Mr. Channell stated the voter roll will be ready for the 2024 elections. Ms. Featherstone inquired about new addresses and Mr. Channell explained the process of adding a new street and address after receiving confirmation of residence from the Tax Commissioner's office and the Geospatial Information Systems (GIS) Department. Ms. Featherstone inquired about the inventory efforts discussed in the March meeting. Ms. Redden explained it is also ongoing and will take a while because each machine needs lengthy testing to determine if it is operationally ready or needs warranty work.

Office Report

Mr. Channell reviewed the current budget and noted the precinct rental costs for 2022. Mr. Rustin noted the department is on track to have a budget surplus, Mr. Channell confirmed. Mr. Channell is currently receiving quotes for inventory purchases needed ahead of 2024, with the plan to make those purchases in FY23. Mr. Channell also revealed the previous month's Open Records Act requests and Match's voter registration numbers. Ms. Featherstone noted an influx of voters in March versus February. Mr. Channell explained this was due to voter registration deadlines for March elections preventing county transfers and adjustments to the new voter registration system which delayed registration throughout much of February. A ribbon cutting ceremony is planned for April 18. Guests have been invited from the State, local legislators, County commissioners and related employees. The annual Board reorganization will be at the May meeting, Mr. Channell will schedule a swearing in for new and reappointed Board members before that meeting.

Board Member Comments

Mr. Clark thanked Mr. Channell for his legislative update. Mr. Schaumberg, Mr. Rustin, Ms. Dean, and Mr. Clark thanked Ms. Featherstone for her four years of service to the Board.

Executive Session

Ms. Featherstone explained there was a need to go into Executive Session to discuss personnel and no action would be taken during the session. Mr. Schaumberg made a motion to go into Executive Session, Ms. Dean seconded, and the motion passed 5-0. The Board moved into Executive Session.

The Board moved out of Executive Session.

Adjournment

Ms. Dean made a motion to permanently set the Director's personnel evaluation deadline for April 30 of each year. Mr. Clark seconded the motion which passed 5-0. Ms. Dean made a motion to adjourn, Mr. Clark seconded. The motion passed 5-0.

Keith Rustin, Vice Chairman

Ward Schaumberg, Secretary