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

Meeting, Tuesday February 9, 2021

The February meeting of the Board of Elections and Registration was called to order by Chairman Gibson at 6:30pm.

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

### ***Public Comment***

There was no public comment.

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

The January 12, 2021 monthly meeting and January 27, 2021 Special meeting Minutes were approved as read. Minutes for the January 12, 2021 Work Session will be provided for approval in March.

### ***Old Business***

#### ***Job Descriptions***

Mr. Channell presented an informative matrix listing all the current duties within the elections office and each staff member's priority in those responsibilities. The matrix was designed to help finalize new job descriptions, assign duties to new personnel if the Board is granted the FY22 staff requests, and identify any imbalances or gaps in responsibilities.

Ms. Gibson commented it would be best to wait to define the new job descriptions until the Board receives a final decision regarding the staff requests. Once the decision has been made, all office jobs will be redefined. Ms. Featherstone stated it is also important to use the matrix to address any current gaps and to prepare for the FY22 decision. FY22 Budget hearings are expected to begin in June.

### ***Meeting Time***

This agenda item has originally tabled from the January meeting. Ms. Gibson explained the original idea to move to an evening meeting time was to encourage public attendance. The Board hoped this would give greater access to employed members of the community. Instead, Ms. Gibson noted attendance has fallen off. Furthermore, news organizations have reported difficulty attending evening meetings due to scheduling conflicts with other County meetings. Ms. Dean commented if the meeting time does not meet the needs of the public it should be changed. Mr. Rustin moved to change the meeting time to 2pm on the second Tuesday of each month, beginning with the March meeting. Ms. Featherstone seconded the motion. The motion carried 5-0. Meetings will now be held at 2pm and the time will be revisited during May's reorganization meeting. The March meeting location is to be determined.

### ***New Business***

#### ***Calendar for the March Election***

Mr. Channell presented the State's long calendar of dates for the upcoming election. All ad notices have been scheduled according to State requirements. Early voting and absentee ballot mailing will begin February 22. There will be no Saturday voting nor extended hours. If the Board decides to tabulate early, the notice must be posted by March 9.



### ***Nursing Home Absentee Ballot Policies***

Ms. Redden explained recent challenges at nursing homes during the COVID emergency. The traditional routes of absentee ballot delivery were unreliable or unavailable once those facilities locked down. This caused custody and delivery concerns. This situation highlighted the need for emergency planning.

Ms. Redden asked the Board for permission to research policy changes for hand-delivery of ballots to skilled-care facilities during times of government declared, county impacted emergencies. This would extend current hand-delivery rules for hospitalized voters on Election Day and jailed voters throughout the absentee period. Ms. Gibson stated it is important to ensure ballot security for these voters. Ms. Featherstone suggested researching how other counties have addressed these challenges. The Board instructed Ms. Redden to work with county legal counsel to examine the legality of the request. If counsel believes the action would be legal, a proposed policy will be presented at the March meeting and counsel will be asked to attend.

### ***Office Report***

Mr. Channell presented the FY21 budget report. Ms. Featherstone inquired about warranty prices for non-Dominion equipment. Mr. Channell explained warranties have not yet been presented but a sum has been set aside in the FY22 budget for this expense. Mr. Channell also summarized elections related legislation currently being discussed in the House and Senate.

Mr. Channell provided the most recent voter participation data for thirty voters which were recently challenged based on residency and National Change of Address forms. Names not on the final list either voted in person, updated their address, or did not vote in January. The remaining names voted by absentee ballot in January and the State will be made aware of the list. Mr. Channell was tasked with updating the original challenger with this new information.

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

Mr. Clark thanked fellow members for their support during his medical leave. Ms. Dean inquired about a previous Board decision to perform poll worker background checks. Office staff will follow up on this action. Ms. Dean also inquired about voter eligibility lists which were formerly reviewed at Board meetings. Ms. Redden stated the State's ENet system now automatically generates those lists regularly. Mr. Rustin stated the Board has previously assigned the responsibility to the Elections Supervisor. Ms. Featherstone inquired about Election Day assignments and delivery work orders. These will be given out at the March meeting. Public Works will be given the delivery request. Ms. Gibson thanks Ms. Featherstone for organizing the poll worker recognition advertisement in the Brunswick News.

### ***Executive Session***

There was a motion to move into Executive Session to discuss personnel. Mr. Clark made the motion to leave Executive session, Ms. Dean seconded. The motion passed 5-0 and the Board moved out of Executive Session.

### ***Adjournment***

Ms. Dean made the motion to adjourn, Ms. Featherstone seconded. The motion was approved 5-0.