



GLYNN COUNTY BOARD OF ELECTIONS AND REGISTRATION

Meeting, Tuesday, February 8, 2022.

The February meeting of the Board of Elections and Registration was called to order by Chairman Featherstone at 2:00 p.m.

Present were Patricia Featherstone, Chairman; Keith Rustin, Vice-Chairman; Sandy Dean, Secretary; Ward Schaumberg, Member; Tommy Clark, Member; Christopher Channell, Supervisor; Christina Redden, Assistant Supervisor; Gordon Jackson, *The Brunswick News*; Terry Starry; Paula Galland, Lou Holdsworth, Joyce Kitchens, and Lavonia Clark

Public Comment

There were no public comments.

Approval of Minutes: January 11, 2022, Regular Meeting

Mr. Clark made a motion to accept the minutes and Mr. Rustin seconded the motion, the motion passed 5-0.

Old Business

Athens GAVREO Conference March 2022

Mr. Channell explained Glynn County's new travel policy as it pertains to attending the GAVREO conference. This policy encourages carpooling whenever possible. Carpooling would also reduce costs in a year when there will be budget challenges from an unplanned election. Board members will review and revise their travel authorizations as necessary.

Redistricting Update

HB 1020, the legislation to redistrict Glynn County, has been passed by the House and is currently in the Senate. It is expected to pass the Senate this week. The Governor has only signed one county's legislation. Redistricting in ENET cannot be completed until the legislation is signed. The State's deadline is February 18 for system changes to support the import of data into the new elections system. All local work which can be completed at this time is finalized and awaiting legislative action. The State is offering a free quality assurance tool to double check the reassignment of addresses. At the end of Redistricting there will be multiple ballot combos which will be addressed by precinct changes after the 2022 general election.

Office Space Update

Mr. Channell stated the project is officially out for bid. An onsite pre-bid meeting is set for February 22. The likely schedule for final County approval is April. Ms. Featherstone inquired about the Project Manager. The County has appointed a new person to this position.

FY23 Operating Budget Request Discussion

Mr. Channell presented the FY23 Budget which was submitted to the budget team. The budget team has requested clarification regarding certain budget increases such as postage, poll worker salaries, and machine purchases which are all required by state law. Mr. Channell believes the County will earmark funds to cover the additional equipment purchases and a possible third election in case they become necessary. Mr. Rustin inquired if Mr. Channell needed to explain the state mandates. Mr. Channell replied that the budget team was already aware of the situation. Mr. Rustin asked about consequences if the County chooses to not purchase the additional equipment. Mr. Channell answered it will depend on election day wait times in November. Ms. Featherstone confirmed the comparison FY22 Budget did not yet reflect the final Municipal Runoff costs. Mr. Channell added the runoff cost less than originally budgeted. The next step will be for the Finance Committee to accept the FY23 Budget and move on to the County Commissioners for approval.



GARViS Report

The project is still on schedule for a March 14 rollout. "Train-the-Trainer" training will be held in Macon within the next two weeks. Ms. Redden will be attending that class. Regional office staff training will be in Chatham. All staff should be trained before the next Board meeting. The current voter registration database will remain active at least one month past the GARViS rollout. GARViS will be used for the primary but not for candidate qualifying.

Job Matrix

The latest copy of the job matrix was presented to the Board. Every position within the office has grown since job descriptions were last modified for Human Resources. Mr. Channell emphasized significant changes to the Assistant Supervisor's responsibilities. The County is currently addressing countywide pay compression but Mr. Channell plans to request an additional evaluation/reclassification for this position. Mr. Rustin noted this will be an important step forward to ensure a qualified candidate can be hired in the case of any office vacancy. Ms. Featherstone commented on the weighted values of the job matrix and if those figures may need to be re-evaluated, reassigned, or revised.

New Business

Policy and Procedures for Redistricting/List Maintenance

Ms. Redden presented three proposed standard operating procedures. The first two address walk-in, by mail, and third-party voter registration application processing. The third addresses list maintenance resulting from the County Coroner's regular report. Ms. Redden explained many list maintenance activities involve the same processes. Therefore, once one is finalized and approved the others can be drafted more efficiently. Ms. Redden stated there is only a plan to include redistricting in the voter registration database as a policy/procedure. This is because the process only happens every ten years and there is no way to anticipate which roles, law, or technology will be available at the time.

Office Report

Mr. Channell presented the current financials and noted upcoming postage and advertising costs. Qualifying begins March 7. Mr. Channell will hold a campaign finance and qualifying workshop on March 2 for candidates and has notified each party. Ms. Dean inquired on informing independent candidates about the workshop. Mr. Rustin asked if counties will be involved with the data migration from the old to the new registration database. There would be no county involvement. Mr. Channell reaffirmed his confidence in the State's preparation. The position of part-time Administrative Technician has been filled and the new employee will begin next Monday. Ms. Featherstone inquired about Poll Watcher training. Ms. Redden stated the training program is offered through the State on their website. Mr. Channell will meet with poll watcher organizers from each party in March to ensure they are aware of the requirements and county-specific procedures.

Board Member Comments

Ms. Featherstone requested a follow up with St. William Church regarding precinct planning & security for 2022.

Executive Session

There was no motion for Executive Session.

Adjournment

Mr. Clark made the motion to adjourn, Mr. Schaumberg seconded. The motion was approved 5-0.

Patricia Featherstone, Chairman

Sandy Dean, Secretary