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

Meeting, Tuesday, March 8, 2022.

The March 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, Director; Christina Redden, Assistant Director; Gordon Jackson, *The Brunswick News*; Terry Starry; Joyce Kitchens, and Lavonia Clark

### ***Public Comment***

There were no public comments.

### ***Approval of Minutes: February 8, 2022, Regular Meeting***

Mr. Channell reviewed corrections to the minutes. Mr. Clark made a motion to accept the minutes and Mr. Schaumberg seconded the motion, the motion passed 5-0.

### ***Old Business***

#### ***Redistricting Update***

HB 1020 and HB1123 have been signed by Governor Kemp. Redistricting is complete in ENet. Precinct cards have been ordered and will be mailed to voters once they arrive. No further redistricting notifications will be required. Precinct change signs will be placed at Hampton River as required before the primary. Ms. Dean inquired if the My Voter Page is accurate. Mr. Channell confirmed all registrations are correct online.

#### ***Office Space Update***

The bid deadline has been extended to March 18 per the request of a bidder. Contractors anticipate the biggest delay will be procuring the doors and the generator. Glynn County may bid these items independently to expedite the process by three to five weeks. The generator will be required to receive an occupancy permit. Ms. Featherstone inquired if there was a need to meet with the Project Manager again before the bid closes. Mr. Channell did not believe that was necessary but noted all of the parties involved continue to provide updates on the project. Mr. Clark emphasized the need for Mr. Channell and Board members to attend the Commissioner's meeting when bid acceptance is expected to respond to any questions.

#### ***Policy and Procedures for Redistricting/List Maintenance***

Board members reviewed the final Standard Operating Procedures (SOPs) submitted for Redistricting and List Maintenance. Ms. Featherstone noted the terminology should be updated with the new statewide elections software once it becomes available in late March. Mr. Schaumberg expressed the importance of a glossary to help users identify common elections terms and acronyms. The Board approved the submitted SOPs with minor corrections. Office staff will continue working on the overall SOP document.

### ***New Business***

#### ***Consider Increasing Voter Outreach Options Through Website***

Ms. Redden described several features available on the county's website software which may help increase civic engagement. Four primary options include an information blog, subscription e-newsletters/texts, "Newsflash" critical alerts, and a public input portal. Ms. Redden also explained additional features should be examined down the road after evaluating the success of these simpler tools. Mr. Clark made the motion to increase voter outreach through use of the website's blog, subscriptions, newsflash, and public input functionality, Mr. Schaumberg seconded the motion. The motion passed 5-0. Office staff was instructed to only use the newsflash feature as an emergency tool and to be provided with blog information before it is posted online.



### ***Qualifying Update***

Currently there are three known qualified candidates, two Democrats and one Non-Partisan candidate. The Republican party plans to submit all qualified candidates on Friday afternoon. The website will be updated as the office is notified of qualified candidates. Ms. Featherstone commented the candidate informational workshop conducted in the previous week was well received and well attended.

### ***Job Descriptions/ Title Approval***

Mr. Channell presented copies of each staff member's proposed job descriptions and titles. All titles have been approved by the county's Personnel Committee and recommended to the County Commissioners. The Supervisor and Assistant Supervisor title would change to Director of Elections and Registration and Assistant Director of Elections and Registration. This was the title of the position in the past and would signify it as a department head within the Glynn County organization. Ms. Dean commented on the volume of responsibilities listed in the job descriptions. Ms. Dean made a motion to accept the proposed job descriptions and titles, Mr. Clark seconded the motion. Mr. Clark noted it has been a goal of the Board to receive this recognition as an equal department within the county organization and Mr. Rustin agreed. Ms. Featherstone noted some minor corrections to the job descriptions. The motion passed 5-0.

### ***Revise By-Laws to Address Job Title Change***

Upon the Board action to change the title of the Elections Director, the by-laws must be amended to reflect the new title. Mr. Wilbanks, the Assistant County Attorney, had provided an amendment to the by-laws for Board consideration. Mr. Clark motioned to accept the amendment to the Board by-laws and Mr. Schaumberg seconded the motion. Ms. Featherstone reaffirmed the title change has been accepted by the relevant departments within the county such as Human Resources and the Personnel Committee. The motion passed 5-0.

### ***Office Report***

Mr. Channell stated the postage budget presented does not yet include the cost of mailing redistricting precinct cards. Postage costs in the next month are expected to be very large. Mr. Channell believes he will be able to maintain lower poll worker costs in the upcoming primary and runoff. The rollout of the new statewide election software has been delayed to late March. Office staff have all received training on the new system. Ms. Featherstone confirmed the renegotiation of the city's municipal elections contract is set for April. Ms. Redden requested a thank you letter be sent from the Board to the GIS Department to thank them for their support throughout Redistricting. The Board agreed to send this letter.

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

Ms. Featherstone reviewed upcoming dates including the May reorganization of the Board and the Director's personnel review in June.

### ***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.

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Patricia Featherstone, Chairman

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Sandy Dean, Secretary