

CLAYTON COUNTY BOARD OF ELECTIONS AND REGISTRATIONS

Virtual Regular Business Meeting
Zoom Communication

August 10, 2021
4:30 PM

APPROVED POST SUMMARY MINUTES

PRESENT: Chair Johnson, Treasurer Wesley, Secretary Foster-Hall, Board Member Pullar, Director Shauna Dozier, Attorney Charles Reed, and Office Aide Fayshawne Walker.

REGULAR CALLED BOARD MEETING

1. Secretary Foster-Hall called the meeting to order.

2. Moment of silence observed.

3. Adoption of Agenda:

Motion made by Treasurer Wesley, seconded by Board Member Pullar to adopt the agenda for the Virtual Regular Board Meeting on August 10, 2021 as printed. Vote Unanimous. Motion Carried. Absent: Chair Johnson and Vice Chair Givens.

4. Approval of Board Minutes for July 13, 2021 Regular Business Meeting.

Motion made by Treasurer Wesley seconded by Board Member Pullar to approve the minutes from the Virtual Regular Called Board Meeting on July 13, 2021 with noted corrections. Vote Unanimous. Motion carried. Absent: Chair Johnson and Vice Chair Givens.

5. Approval of Board Minutes for July 21, 2021 Special Called Board Meeting

Motion made by Board Member Pullar seconded by Treasurer Wesley to approve the minutes from the Virtual Special Called Board Meeting on July 21, 2021 with noted corrections. Vote Unanimous. Motion carried. Absent: Chair Johnson and Vice Chair Givens.

6. Public Comment(s)

There were no public comments.

7. Old Business

A. Building and Maintenance Updates

Director Dozier informed the Board that at the request of Board Member Pullar, the Director of Building and Maintenance Ben Hopkins will provide updates and answer questions concerning renovations.

Director Hopkins informed the Board that it was the intentions of Office of Building and Maintenance to move the Elections and Registration Office into 1285 Government Circle Jonesboro, Ga after the site visit was conducted.

Director Hopkins informed the Board that the Board of Commissioners action to move the Code Enforcement Department from PD in Community Development under one heading in the

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Department of Corrections Warden Shop required that the space at 1285 Government Circle be immediately made available for the Code Enforcement Department.

Director Hopkins informed the Board that in this year's budget the Office of Building and Maintenance was allocated funding to conduct a Facilities Condition Assessment which thoroughly examines and assesses the total structure of all 250 buildings in the county.

Director Hopkins informed the Board that information from the results of the assessment and the proposed cost to bring all of the facilities to where they need to be will be collected.

Director Hopkins informed the Board that next year the Office of Building and Maintenance will go before the Board of Commissioners to conduct a Facilities Master Plan which examines the trajectory of the county over the next 25 years and aligns the operational functions with what the facilities look like.

Director Hopkins informed the Board that this process allows the Office of Building and Maintenance to ensure that it can support the needs and operations of each department as opposed to trying to make something fit.

Director Hopkins informed the Board that this morning he discussed with Director Dozier about the thought group Gray Bar providing possible solutions for raising the lighting in the Historic Courthouse on Friday.

Director Hopkins informed the Board that Gray Bar concluded that the lighting in the Historic Courthouse currently measures anywhere from 1 to 3-foot candles of light and the goal is to raise that range to approximately 25-foot candles of light.

Director Hopkins informed the Board that he spoke with Chief Operating Officer Detrick Stanford about allowing Director Dozier access to the four offices on the third floor of Annex Two that have been vacated by the Tax Assessors Department.

Director Hopkins informed the Board that the vacant Tax Assessors space has now been temporarily allocated to the Human Resources Department while the new Administrative Building is being constructed.

Director Hopkins informed the Board that it has been a pleasure working with Director Dozier and that she has asked for several things on his behalf, which he has not necessarily always been able to provide them in a timely manner.

Board Member Pullar inquired about the list of priority from the Facilities Assessment and what position is the Board of Elections and Registration on that list as well as the time frame of service should each building be handled individually.

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Director Hopkins informed the Board that the company Gordian has been hired to conduct a Facilities Condition Assessment based on the physical space not the department.

Director Hopkins informed the Board that Gordian will assess if the physical space is optimal for use.

Director Hopkins informed the Board that the Office of Building and Maintenance will conduct the Facilities Master Planning in FY23 of which the Board of Elections and Registration will be fairly high up on the list because the list will most likely go alphabetically.

Director Hopkins informed the Board that the office should be looking at what it is doing now and what it plans to be doing over the next five, ten, fifteen, twenty, twenty-five years as the county's population grows.

Director Hopkins informed the Board that today he and Director Dozier identified the stop gap measure to get the office through this election recognizing that this is not a one stop solution and will continue to work to find a solution for February.

Director Hopkins informed the Board that if the solution that has been identified for this election works it may become incumbent to work for the next election.

Secretary Foster-Hall inquired about the Board of Elections being able to specify the minimum possible square footage needed for the Elections and Registration Department as of now and projected for the future.

Director Hopkins informed the Board that the Facilities Master Planning takes into account what the Elections and Registration Department should have today in order to properly facilitate the operational requirements of the department and immediately provides the Board of Commissioners with recommendations that meet the needs of that office today.

Director Hopkins informed the Board that the Board of Commissioners will identify funding to cover the needed recommendations which is filtered through the entire county.

Director Hopkins informed the Board that there was a recent Special Purpose Local Option Sales Tax approval for FY21 and the next SPLOST approval will be working through development in FY25.

Director Hopkins informed the Board that the Conditions Assessment and Master Plan will be presented to the public through an election and get approval for a SPLOST that will support the county with funding.

Board Member Pullar inquired about funding to complete the proposed tasks for next year.

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Director Hopkins informed the Board that the funds were from General Fund dollars of which \$480,000 was allocated to conduct and complete the Conditions Assessment.

Director Hopkins informed the Board that the Office of Building and Maintenance has received the quote from Gordian to present to the Board of Commissioners and the Board of Commissioners is aware of the need for funding to cover the cost of the Master Planning for FY22 which will come from the General Fund.

Director Hopkins informed the Board that from along term solution stand point the Office of Building and Maintenance is still a couple years away from having a long-term permanent solution for the Elections and Registration Department.

Director Hopkins informed the Board that the process of conducting a Conditions Assessment and following a Master Plan based on funding has never been done in the county to the best of his knowledge although it is a best practice in this industry.

8. New Business

A. Director's Report & 2021 Election Updates

Director Dozier informed the Board that the office has received a significant number of open records requests that are time sensitive and time consuming.

Director Dozier informed the Board that the open records requests are dictating the day to day operations causing a shifting in the normal duties in order to start the research to provide responses back to the requesters as well as fulfilling the open records requests themselves.

Director Dozier informed the Board that should there be any delays in any of the other activities in the office it is due to having to shift duties in order to fulfil the open records requests and prioritize all of the activities associated with the deadline driven tasks.

Director Dozier informed the Board that the office has had approximately a ninety percent increase in the number of open records requests compared to 2018.

Director Dozier informed the Board that the open records requests received are not what the office has received in the past and are extremely lengthy in the detail and the amount of the requests.

Board Member Pullar requested that a running tally with the name of the organization and their request be kept so that the Board can make remarks publicly to inform people of what the public is asking for and what the office is faced with.

Dozier informed the Board that as of August 1, 2021, there are 204,301 (196, 500 Active: 7,801 Inactive) Voters.

Director Dozier informed the Board that on July 28, 2021 the office was notified by the Secretary of State's Office that the 40-day clock had expired on the 2, 896 voters that were listed in the No Contact for Two General Elections NGE process.

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Director Dozier informed the Board that those voters who did not respond back to the process went into a cancelation status.

Director Dozier informed the Board that she will email the Board a report on confirmation updates from the NGE list.

Director Dozier informed the Board that the list that is posted on the Clayton County Elections and Registration website shows the voters who received a confirmation notice.

Director Dozier informed the Board that when the Secretary of State updates this list, it is updated within the Voter Registration System.

Director Dozier informed the Board that she will inquire with the Secretary of State to find out if the Secretary of State is going to make the adjustments or provide the office with another spreadsheet to link to the website.

Director Dozier informed the Board that the office is in the middle of conducting qualifying for School Board District 8 for the September 21, 2021 Special Election.

Director Dozier informed the Board that she provided the Board with the link to the Secretary of State website which provides the most updated information on candidates who qualified.

Director Dozier informed the Board that qualifying for School Board District 8 will continue until noon tomorrow, Wednesday August 11, 2021.

Director Dozier informed the Board that information on those candidates who qualified is also provided on the Clayton County Elections & Registration website under the Qualifying Information tab at the end of each day.

Director Dozier informed the Board that both races for Commission District 1 and School Board District 8 are being held during the Special Elections on the same day in an effort to save tax dollars.

Director Dozier informed the Board that the office is on a strict deadline to get the qualified candidates' information to the Secretary of State so that the office can get started with pre-election activities.

Director Dozier informed the Board that Logic and Accuracy Testing is scheduled for August 23, 2021.

Director Dozier informed the Board that the office received the 2021 updated absentee ballot application and it has been emailed to the Board.

Director Dozier informed the Board that the new absentee ballot application has been posted on the Clayton County Elections & Registration website, the Secretary of State website, and has been provided to the county communications department to inform the public of the new application.

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Director Dozier informed the Board that a voter must make a request for an absentee ballot application in order for the office to send one out to them due to the changes in Senate Bill 202.

Director Dozier informed the Board that the office received approximately ten (10) absentee ballot applications prior to the updated application being received from the Secretary of State Office.

Director Dozier informed the Board that the office will accept the applications received prior to the updated application being released by the Secretary of State Office. Director Dozier informed the Board that now that the new application has been released moving forward voters will have to use the new application.

Director Dozier informed the Board that old applications that come into the office will be handled on a case by case basis as she seeks guidance on how to move forward.

Director Dozier informed the Board of the polling locations within School Board District 8: EW1 Utopian Academy for the Arts, EW2 East Clayton Elementary School, FP2 Huie Elementary School, LC1 Clayton State University-Arbor Hall, MO1 Anderson Elementary School, MO3 Travelers Rest Missionary Baptist Church, MO5 Adamson Middle School, MO10 Now Faith Apostolic Ministries and MO11 Antioch East Baptist Church.

Director Dozier informed the Board that Technician Scott Brown has located new potential polling locations to be recommended to the Board in September Board Meeting due to the splitting of a precinct due to the changes from Senate Bill 202 and House Bill 316.

Director Dozier informed the Board that in accordance to House Bill 316 there is a 60-day requirement to implement a change in a polling place location.

Director Dozier informed the Board that the Secretary of State's Office may have some flexibility should we ask permission for a polling place change. Director Dozier informed the Board that she will contact the Secretary of State's office to inquire if the change is permissible for the September 21, 2021 Election and will seek to get a waiver.

Board Member Pullar recommended that the office cease to add another polling location for the September 21, 2021 Special Election as this may confuse voters.

Chair Johnson inquired about redistricting in Commission District 1.

Director Dozier informed the Board that the legislator will begin redistricting in September and reconvene in January with state and local redistricting.

Director Dozier informed the Board that the office has not received any information regarding what will be provided at the end of the year and will keep the Board updated on the tasks the office will conduct for redistricting.

Director Dozier informed the Board that the responsibility of the office is to draw the redistricting lines based on what is approved by the legislation. The office does not have jurisdiction nor

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authority to decide how the lines are drawn but has a duty to adjust the new redistricting lines to the precinct boundary lines.

Director Dozier informed the Board that during early voting any voter can go to any of the four advanced voting locations and cast their vote however on Election Day voters must go to their assigned polling location.

Director Dozier informed the Board that because County Commission District 1 includes School Board District 8, some voters will be eligible to vote in both the County Commission District 1 and the School Board District 8 races while others will only be eligible to vote in the School Board District 8 race.

Director Dozier informed the Board that the office will send out new precinct cards and provide information to the County Communications Department to get information out to the public.

Director Dozier informed the Board that MyVoterPage.com is linked on the Clayton County Elections website and provides voters with their county commission district information, school board district information, view a sample ballot, and allows voters to have a new precinct card sent to out.

Director Dozier informed the Board that voters can call the office to get information on their voting districts as well.

Director Dozier informed the Board that the office is recommending that the Clayton County Board of Elections and Registration enter into an Intergovernmental Agreement with the City of Lake City and the City of Morrow for the office to conduct their elections.

Director Dozier informed the Board that the office is recommending that the Clayton County Board of Elections and Registration enter into an Intergovernmental Agreement with the City of Forest Park, the City of Jonesboro, and the City of Riverdale to provide voting equipment for these cities to conduct their own elections.

Director Dozier informed the Board that according to the State Election Code, the office can provide the City of Forest Park, Jonesboro, and Riverdale voting equipment to conduct their elections at no cost.

Director Dozier informed the Board that last year the office provided the City of Lake City and the City of Morrow with an estimate between \$24,000 and \$25,000 for the office to conduct the elections.

Director Dozier informed the Board that the estimate provided was based on the office conducting the election with two advanced voting locations.

Director Dozier informed the Board that because there is no upfront payment for the office to conduct the election, the cities will reimburse the office for services, ballots, and personnel.

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Director Dozier informed the Board that details regarding the estimated cost was discussed during previous Municipal Round Table Discussions with the municipalities in an effort to provide information for the city counselors.

Director Dozier informed the Board that at the end of the election, the office will send each city an invoice outlining the actual cost of personnel, advertising, ballots, and etc.

Director Dozier informed the Board that each municipality involved in the election contributes to the conduct of the election and share the cost of the election.

Director Dozier informed the Board that during advanced voting any voter in the contributing municipalities can go to any advanced voting location and cast a ballot however on election day, voters must go to their assigned municipal precinct.

Director Dozier informed the Board that there will be at least three (3) early voting locations: Morrow City Hall, the community center at Lake City, and the Elections and Registration Office.

Board Member Pullar recommended that the office began to accept a deposit from the municipalities at the start of the election and collect the balance once the election is over.

Board Member Pullar inquired about the certification credentials of the persons who will be conducting the elections within those cities who will conduct their own election.

Director Dozier informed the Board that it is not in the jurisdiction of the office to ensure that the municipalities adhere to the state election codes and that she has reminded the municipalities of certification as well as provided certification information during Municipal Round Table discussions.

Director Dozier informed the Board that she has talked with the municipalities about contacting their liaison for access to Fire Fly for the purpose of getting certified along with attending the conference as a way to renew certification as needed.

Director Dozier informed the Board that the first Municipal Round Table discussion was on December 29, 2020.

Director Dozier informed the Board that the office is only responsible for the actions and conduct of the elections that the office has entered into an Intergovernmental Agreement to conduct their elections.

Board Member Pullar inquired about including a clause in the Intergovernmental Agreement that covers the office in the event of any misconduct done by a municipality.

Attorney Reed informed the Board that there are statements within the Intergovernmental Agreement that safe guard the office.

Attorney Reed recommended that reminder responsibility statements be added to the Intergovernmental Agreements for those municipalities that will get equipment from the office.

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Motion made by Board Member Pullar seconded by Treasurer Wesley to accept the Intergovernmental Agreements for the City of Forest Park, City of Jonesboro, and the City of Riverdale for the rental of voting equipment from the office subject to any changes or revisions made to such Intergovernmental Agreements. Vote Unanimous. Motion carried. Absent: Vice Chair Givens.

Motion made by Board Member Pullar seconded by Secretary Foster-Hall to accept the Intergovernmental Agreements for the office to host elections for the City of Lake City and the City of Morrow on November 3rd, 2021 subject to any changes or revisions on such agreements. Vote Unanimous. Motion carried. Absent: Vice Chair Givens.

Motion made by Board Member Pullar seconded by Secretary Foster-Hall to accept the Intergovernmental Agreements for the office to host elections for the City of Lake City and the City of Morrow on November 2nd, 2021 subject to any changes or revisions on such agreements. Vote Unanimous. Motion carried. Absent: Vice Chair Givens.

F. Hearing to Remove Felons from elector's list.

There were no felons

G. Removal of deceased from elector's list.

Motion made by Board Treasurer Wesley seconded by Secretary Foster-Hall to remove the 49 names listed as deceased voters from the Clayton County Elections & Registration Elector's List as printed. Vote Unanimous. Motion carried. Absent: Vice Chair Givens.

9. *Executive Session:* To consider personnel and/or litigation, as necessary.

There was no Executive Session

10. *Adjourn.*

Motion made by Chair Johnson to adjourn the Virtual Regular Called Board Meeting at 5:48 P.M. Motion seconded by Secretary Foster-Hall. Vote Unanimous. Motion carried. Absent: Vice Chair Givens.

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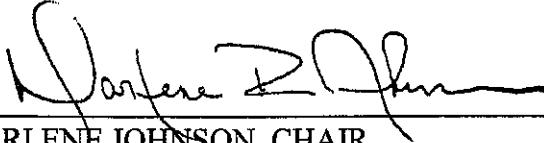
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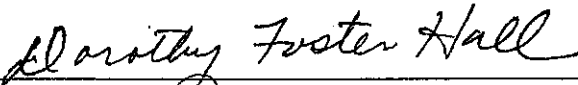
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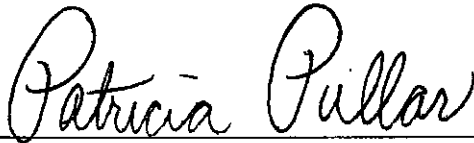
DARLENE JOHNSON, CHAIR



DIANE GIVENS, VICE-CHAIR



DOROTHY FOSTER-HALL, SECRETARY

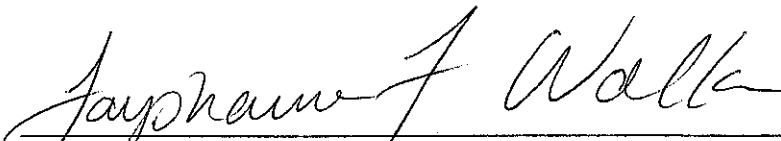


PATRICIA PULLAR, BOARD MEMBER



CAROL WESLEY, TREASURER

ATTEST:



JAYSHAWNE WALKER, OFFICE AIDE