

***FAYETTE COUNTY BOARD OF ELECTIONS
AND VOTER REGISTRATION***

MINUTES

*August 23, 2016
5:00 P.M.*

Board Members Present: Darryl Hicks, Chairman
Addison Lester
Aaron Wright

Staff Present: Leigh Combs, Elections Officer
April Crosby, Elections Officer
Beverly Westmoreland, Part-time Elections Clerk

Others in Attendance: Brenda Cox
Dennis Davenport, County Attorney
Bill Ewing
Brenda Floyd
Mary S. Parrott, Chief Financial Officer for Fayette County
Tony V. Parrott
Truman Simons

A. CALL TO ORDER

Chairman Hicks called the meeting to order at approximately 5:03 p.m. with himself, Member Lester and Member Wright present.

B. APPROVAL OF AGENDA

Member Wright made the motion to approve the agenda. Member Lester seconded the motion. **Motion carried.**

C. PUBLIC COMMENTS

There were no public comments

D. OLD BUSINESS

1. Approval of Minutes: July 26, 2016

Member Lester made the motion to approve the July 26, 2016 BOE Minutes. Member Wright seconded. **Motion carried.**

E. HEARINGS

1. DECEASED ELECTORS

Elections Officer Combs presented the list of deceased Fayette County voters for August, 2016. Member Wright made the motion to approve the list of cancelled deceased Fayette County voters. Member Lester seconded the motion. **Motion carried.**

2. FELON ELECTORS

Elections Officer Combs presented the list of felon Fayette County voters for August, 2016. Member Lester made the motion to approve the list of cancelled felon Fayette County voters. Member Wright seconded the motion. **Motion carried.**

F. NEW BUSINESS

1. COST ANALYSIS

a. Downsizing to nineteen precincts

Officer Combs gave the Board a spreadsheet with information pertaining to the cost analysis of downsizing to nineteen precincts. She told the Board that the State Reapportionment office came up with the number of nineteen as being the appropriate number of precincts for Fayette County. Discussion followed regarding the number of voters at these precincts.

Chairman Hicks asked Officer Crosby for another analysis with updated figures on the number of voters currently in each precinct.

No action taken on this subject.

There was some discussion about expanding the hours of voting during Advanced Voting. The Board of Commissioners will address this subject on their agenda Thursday evening, August 25, 2016.

Truman Simons, who assists the Elections Office during Advanced Voting, spoke about the logistics of downsizing with the voting facilities that will be available. He brought out the considerations that need to be addressed for making a downsizing decision. Chairman Hicks said the Board will continue to work toward a solution of this issue.

2. OVERTIME/HOURLY PAY OF PART-TIME EMPLOYEES

Chairman Hicks asked Officer Crosby how overtime is scheduled. She responded that at times overtime is necessary but the office tries not to have seasonal workers working any overtime.

Mary Parrot, who is the Chief Financial Officer for Fayette County, made the suggestion that Human Resources and the Finance Department begin working with the Elections Office to track the salaries. She noted that there are issues and opportunities for improvement.

Chairman Hicks asked Mary Parrott to work on this concern. She responded she will begin working on this and will be in contact with Steve Rapson, the County Administrator, to keep him apprised. She said there are billing accounts that are “way off” and these issues also need to be addressed. Chairman Hicks said he will follow up with the County Administrator and with Human Resources.

Truman Simons spoke to the Board regarding the need, at times, for overtime. He said the goal is to keep workers within the 40 hour limit but explained the logistics of managing the hours for seasonal workers.

The consensus was that the office should always be aware of being good and responsible stewards of time needed to conduct the election process.

3. EARLY VOTING HOURS

There was discussion about the Early Voting hours that the Board of Commissioners has on their agenda for Thursday, August 25, 2016.

Dennis Davenport read from the Secretary of State Code regarding the issue of Early Voting Hours. He said his interpretation of the Code is that the Board of Elections is the “entity” that can make this decision based on his research. There was discussion regarding “shifting hours” and the consensus was that shifting the hours is not a good decision.

Since the Board of Commissioners’ meeting has not taken place, the Elections Board will not make a decision on this matter at this time. Chairman Hicks

asked Dennis Davenport to look further into the resolution that the Board of Commissioners has on their agenda on Thursday, August 25, 2016.

Expanding hours or shifting hours would involve amending the budget and this was discussed. Chairman Hicks asked Officer Crosby about the feasibility of increasing manpower hours and she responded that she has not had time to do the research yet.

4. GENERAL ELECTION

a. Number of clerks per precinct

Officer Crosby gave the Board an analysis of the number and listing of clerks for the upcoming General Elections. Chairman Hicks said more information is needed and asked Officer Crosby to provide more data on this subject. She agreed to email more information to the Board so a decision can be made.

There was discussion regarding the number of poll managers, assistant manager, and clerks needed at each precinct. Truman Simons said 6 is the minimum number needed. Member Wright said that the 2008 election would be the benchmark to consider when assessing and approving the number of managers, assistant managers, and clerks and asked Officer Crosby to look at that data for insight.

No action taken.

5. ELECTION PREPARATION STATUS

a. Purchase of two additional OptiScans

After additional research conducted by Officer Crosby, the Board was in agreement to not purchase two additional OptiScan units. At this time, it was decided that six units would be sufficient.

G. OTHER BUSINESS

1. REIMBURSEMENT FOR TECHNICAL TEAM

Officer Crosby made the recommendation that the Technical Team be reimbursed for mileage on Election Day or have the option to reserve County vehicles. The Board recommended that the team participate in the County

Defensive Driving class and that Mary Parrott run a driver report through (MVR). The process of Defensive Driving should begin in October.

2. POLLING PLACE

a. Town of Woolsey

Officer Combs informed the Board that Woolsey Baptist Church has agreed to be a City polling place for the City of Woolsey and a new contract would be written.

H. OTHER ITEMS FOR CONSIDERATION

Truman Simons recommended no cell phone to be used on Election Day at polling places. This item will be addressed in the poll worker training.

Dennis Davenport requested a motion to be taken in regard to staffing polls. Member Wright made the motion to approve staffing poll numbers if they don't exceed the personnel budget numbers of 2008 and 2012. Member Lester seconded the motion. **Motion carried.**

It was agreed that Mary Parrot will work the Elections Staff on payroll.

I. ADJOURNMENT

The meeting was adjourned at approximately 6:38 p.m.

The Board will not meet in September and the next Board meeting is scheduled for October 25, 2016 at 5:00 p.m.