

Paulding County Board of Elections & Registration Meeting Minutes

January 9, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the January 9, 2015 Board of Elections & Registration meeting to order at 9:02 am.

Members Present:

Peggy Wills, Bobbie Lee, Bill McFadden, Jim McMichen and Sue McCleary

Staff Present: Deidre Holden, Election Supervisor, Cassidy Westbrook, Lacy Dunn, and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jim McMichen

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

December 12, 2014 Minutes:

Motion: Bobbie Lee
Second: Sue McCleary

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Jim McMichen
Second: Bill McFadden

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the Board.

1. 87,033 voters as of January 7, 2015
2. Daily keying of voter registration cards from the October 6th deadline forward
3. Indexing and filing
4. December 31, 2014 Campaign Contribution Disclosure Report for election year candidates; all candidates filed in a timely manner
5. January 31, 2015 Campaign Contribution Disclosure Report for non-election year candidates coming up. Candidates will have a grace period until February 6, 2015.
6. Audit: Will begin after keying and filing are caught up and hope to be completed by April
7. Purging: The State NOACT2GE process is approaching. Voters who show up on this list will be canceled in the state system for no activity; their voter registration cards will be pulled from the files and kept separately for 2 years.
8. Letter to newly elected officials welcoming them signed by staff and board members
9. Board meeting schedule for 2015 (SEE ATTACHMENT)

- 10. Municipal outreach: Qualifying fees, electors list
- 11. Operating Procedure

CLOSED SESSION:

None

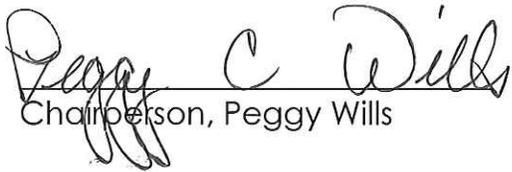
ADJOURNMENT:

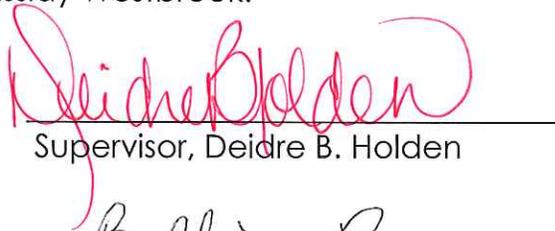
Motion: Bill McFadden
Second: Sue McCleary

Unanimous vote. Motion carried.

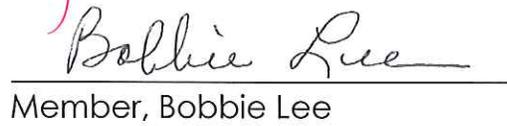
The meeting was adjourned at 9:24 AM.

Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden


Member, Bobbie Lee


Member, Jim McMichen


Member, Sue McCleary

Paulding County Board of Elections & Registration Meeting Minutes

February 13, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the February 13, 2015 Board of Elections & Registration meeting to order at 9:00 am.

Members Present:

Peggy Wills, Bobbie Lee, Bill McFadden, Jim McMichen and Sue McCleary

Staff Present: Deidre Holden, Election Supervisor, Lacy Dunn, and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jayson Phillips

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

January 9, 2015 Minutes:

Motion: Sue McCleary

Second: Bill McFadden

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Jim McMichen

Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the Board.

1. 87,999 voters as of 2/12/2015
2. Keying of voter registration cards from the October 6th deadline forward is caught up
3. Audit is in progress
4. January 31, 2015 Campaign Contribution Disclosure Report for non-election year candidates; candidates had a grace period until February 6, 2015.
5. Purging: The State NOACT2GE process is approaching. Voters who show up on this list will be canceled in the state system for no activity; their voter registration cards will be pulled from the files and kept separately for 2 years. We are looking at approximately 7200 voters.
6. HB194: Two weeks of early voting, Saturday voting for all elections, and the possibility of Sunday voting
7. Poll Worker Survey

CLOSED SESSION:

None

ADJOURNMENT:

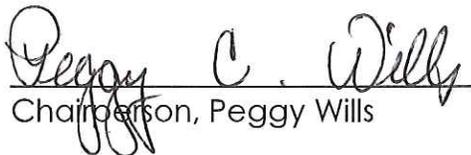
Motion: Bill McFadden

Second: Sue McCleary

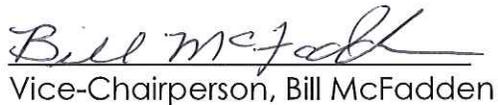
Unanimous vote. Motion carried.

The meeting was adjourned at 9:20 AM.

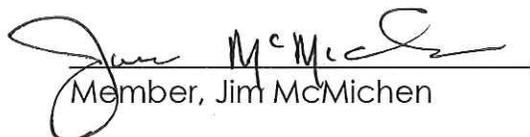
Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden


Member, Bobbie Lee


Member, Jim McMichen


Member, Sue McCleary

Paulding County Board of Elections & Registration Meeting Minutes

March 13, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the March 13, 2015 Board of Elections & Registration meeting to order at 9:01 am.

Members Present:

Peggy Wills, Bill McFadden, Bobbie Lee, Jim McMichen and Sue McCleary

Staff Present: Deidre Holden, Election Supervisor, Cassidy Westbrook, Lacy Dunn, and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jim McMichen

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

February 13, 2015 Minutes:

Motion: Bill McFadden

Second: Bobbie Lee

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC HEARING:

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Jim McMichen

Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the Board.

1. 87,944 voters as of 3/12/2015
2. Keying of voter registration applications is caught up
3. Audit is in progress; all applications up to the letter M have been audited
4. Purging
 - The State NOACT2GE process is approaching (April 1st). Voters who show up on this list will be canceled in the state system for no activity; their voter registration cards will be pulled from the files and kept separately for 2 years. We are looking at approximately 7200 voters.
5. Legislation-Crossover Day
 - 10 election bills mostly election code cleanup bills. The fate of HB 194 is still unknown at this time.
6. City of Dallas Annexation
7. Information on County Government
8. Destruction of Retained Records
 - All records being destructed must now have a Certificate of Destruction
9. 2016 Budget

10. SEB Meeting

- Case 2014-000023 involving precinct cards not being sent to voters when precinct lines were changed. Supervisor Deidre Holden emailed Chris Harvey (SEE ATTACHMENT) about the case which resulted in a letter of instruction from the Secretary of State's office.

CLOSED SESSION:

None

ADJOURNMENT:

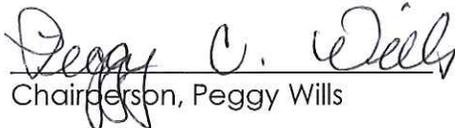
Motion: Bill McFadden

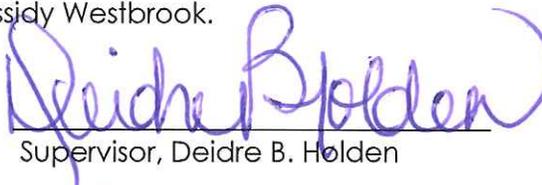
Second: Bobbie Lee

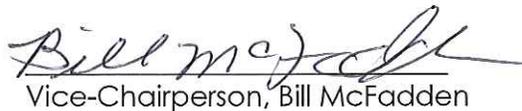
Unanimous vote. Motion carried.

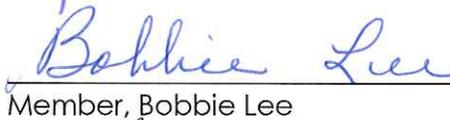
The meeting was adjourned at 9:54 AM.

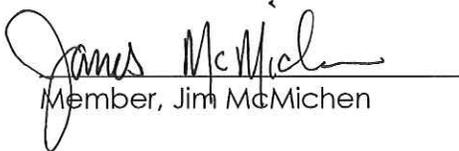
Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden


Member, Bobbie Lee


Member, Jim McMichen


Member, Sue McCleary

Paulding County Board of Elections & Registration Meeting Minutes

May 8, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the May 8, 2015 Board of Elections & Registration meeting to order at 9:01 am.

Members Present:

Peggy Wills, Bobbie Lee, Bill McFadden, Jim McMichen and Sue McCleary

Staff Present: Deidre Holden, Election Supervisor, Cassidy Westbrook, Lacy Dunn, and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Peggy Wills

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

March 13, 2015 Minutes:

Motion: Bobbie Lee
Second: Sue McCleary

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Bill McFadden

Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the Board.

1. 88,456 voters as of May 7, 2015
 - a. We will see an increase in the number of registrations going into the municipal elections and the 2016 election cycle.
2. Keying is caught up
3. Indexing and filing
4. Audit is completed
 - a. The No Activity process has been put on hold for the time being; we will be sending out approximately 5,000 confirmation notices for the No Contact process.
5. Legislation
 - a. Only one election bill passed; SB 86 allows for the voter registration verification process to be instantaneous rather than a 24-48 hour process.
6. City of Dallas and City of Hiram Contracts
 - a. Hiram contacted Deidre about the contract, wanting to present it to the council for a vote at the next meeting. She is moving ahead with getting the contract for Dallas together as well and will send to Jayson before forwarding onto the municipalities.
 - b. Braswell has been sent their street list and will be sent their electors list soon. Both will need to be verified for accuracy however, they will hold their own election.
7. Policies and Procedures

- a. The office staff has begun working on policies and procedures for some of the election processes.
- 8. Destruction of retained records is up to date.
- 9. 2016 Budget
 - a. The budget for 2016 has been submitted; Deidre will email a copy to the board and let them know of any updates she gets.
 - b. In the process of evaluating the budget for the purchase of the ES&S Ballot system.
- 10. Becoming 100% digital
 - a. Office staff is working on using the aXs system to its full capacity, scanning in all communications received and maintaining records digitally.
- 11. Conference
 - a. Board members Sue McCleary and Jim McMichen announced they will be on the committee for the Secretary of State Ambassador Program. The board and staff discussed issues and ways to approach the high school students to get the interested in the election process.

CLOSED SESSION:

None

ADJOURNMENT:

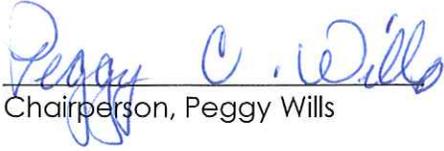
Motion: Jim McMichen

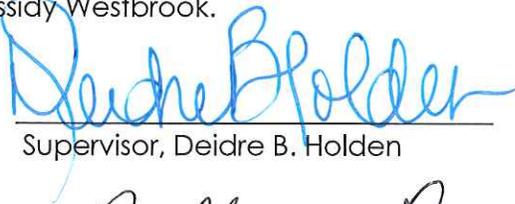
Second: Bobbie Lee

Unanimous vote. Motion carried.

The meeting was adjourned at 10:20 AM.

Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden


Member, Bobbie Lee


Member, Jim McMichen


Member, Sue McCleary

Paulding County Board of Elections & Registration Meeting Minutes

June 12, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the June 12, 2015 Board of Elections & Registration meeting to order at 9:00 am.

Members Present:

Peggy Wills, Bobbie Lee, Bill McFadden, Jim McMichen and Sue McCleary

Staff Present: Deidre Holden, Election Supervisor, Cassidy Westbrook, Lacy Dunn, and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jayson Phillips

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

May 8, 2015 Minutes:

Motion: Bill McFadden

Second: Bobbie Lee

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Resolution for Board of Education for school closing on March 1, 2016 for Presidential Preference Primary. SEE ATTACHMENT

Motion: Sue McCleary
Second: Bill McFadden

Unanimous vote. Motion carried.

Board Member Sue McCleary read a letter she had prepared in response to an email sent out by Board Chairman Peggy Wills regarding the promotion of voter registration at the Paulding County Chamber of Commerce Meetings. The Supervisor, Board Chairman, nor Secretary were given a copy of the letter.

The Board of Elections will have a booth at the Paulding County Chamber of Commerce Meetings to promote voter registration. The Board will give notice to the Chamber in the form of a letter notifying them that they would like to participate.

Motion: Bill McFadden
Second: Sue McCleary

Unanimous vote. Motion carried.

Supervisor Deidre Holden requested that the Board change the next meeting date from July 10, 2015 to July 17, 2015 due to a scheduling conflict.

Motion: Bobbie Lee
Second: Bill McFadden

Unanimous vote. Motion carried.

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Jim McMichen
Second: Bill McFadden

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Bill McFadden
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the Board.

1. 88,846 voters as of 6/11/2015
2. City contracts completed by Hiram and Dallas will be going before the Board of Commissioners at their next meeting on June 23, 2015.
 - a. The cities have also been given a street list for verification that will be completed in the coming weeks.
3. Digitizing going well
4. Confirmation Notices should be received next week for mailing.
 - a. Paulding County will be receiving 5,293 notices that will be sent out to voters for confirmation of their current information.
5. Secretary of State, Brian Kemp will address the Chamber of Commerce on September 3rd. Deidre asked that all Board of Election members and staff be present for the meeting.
6. Policies and Procedures are a work in progress trying to get prepared for a very busy 2016.
7. 2016 Budget Review
8. Balotar System
 - a. On July 8th ES&S will be coming out to set up Balotar and train office staff on how to use to equipment. Deidre encouraged board members to come out after the set up was complete to see the equipment.
9. Campaign Filing June 30th and July 1st
 - a. Non-Election Year Candidates must file their June 30th Campaign Contributions Disclosure by the end of the grace period on July 8th.
 - b. All Candidates must submit a Personal Financial Disclosure Report by July 1st. The period for filing this report is from January 1st until July 1st therefore, there is no grace period.

CLOSED SESSION:

None

ADJOURNMENT:

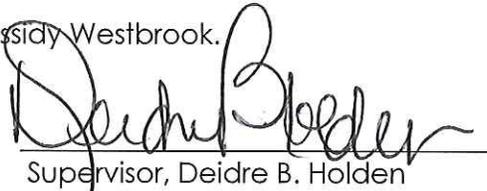
Motion: Bobbie Lee
Second: Jim McMichen

Unanimous vote. Motion carried.

The meeting was adjourned at 9:54 AM.

Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden


Member, Bobbie Lee

Member, Jim McMichen

Member, Sue McCleary

Paulding County Board of Elections & Registration Meeting Minutes

July 17, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the July 17, 2015 Board of Elections & Registration meeting to order at 9:02 am.

Members Present:

Peggy Wills, Bill McFadden, Bobbie Lee, Michael Scott and Joseph Gullett

Staff Present: Deidre Holden, Election Supervisor; Cassidy Westbrook; Lacy Dunn; and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jayson Phillips

Board Chairperson Peggy Wills welcomed newly appointed board members Michael Scott and Joseph Gullett. She expressed her enthusiasm about their appointment and opportunity to serve the voters of Paulding County.

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

June 12, 2015 Minutes:

Motion: Bill McFadden
Second: Bobbie Lee

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Supervisor Deidre Holden, County Attorney Jayson Phillips, and staff members Cassidy Westbrook and Lucy Dunn explained the state felon process to the new board members, Michael Scott and Joseph Gullett.

Motion: Bobbie Lee
Second: Bill McFadden

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Joseph Gullett
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden welcomed the newly appointed board members. Board member Michael Scott thanked Deidre and her staff for matters he was involved in serving at a different capacity for previous elections and primaries. He spoke highly of the integrity that she portrays as her role of Election Supervisor.

Deidre Holden gave a monthly report to the board.

1. **89,126 voters as of 7/16/2015; an increase of 310 new registrations from last month.**
2. **City contracts completed by Hiram and Dallas went before the Board of Commissioners and were approved on June 23, 2015.**
 - a. **The cities have also been given a street list for verification that will be completed in the coming weeks.**
 - b. **Jeanette Barnette, City of Dallas staff member, will serve as the manager for the City of Dallas precinct on Election Day. Helen Smith, Election Office staff member, will serve as the manager for the City of Hiram precinct on Election Day.**
3. **Digitizing of all voter registration records is underway and going well.**
4. **Supervisor Deidre Holden explained the state confirmation process to the newly appointed board members. On June 29, 5,293 notices were mailed out to voters with no activity. As of today, there have been approximately 800 returned undeliverable. We are continuing to receive completed confirmation notices and are processing those daily.**
5. **Secretary of State, Brian Kemp was to address the Chamber of Commerce on September 3rd. Kevin Kirby from the Chamber called Deidre to inform her that the engagement had been double booked. He is in the process of contacting Secretary Kemp's staff to reschedule for the September 15th meeting but has been unable to reach them successfully. Deidre will keep in contact with Kevin and let the board know when a date has been finalized.**
6. **Supervisor Deidre Holden explained to the newly appointed board members how the Secretary of State's Office and the State Election Board fit into our daily operations. She expressed the importance of being a Certified Election Official and would like for staff members Lacy Dunn, Helen Smith, and Sherri Hamilton to work towards earning their certification. Board member Michael Scott asked Deidre if it would be beneficial for the board to become GEOC certified. Deidre encouraged them to do so as well.**
7. **Supervisor Deidre Holden and Assistant Supervisor Cassidy Westbrook will be working on updating the Policies and Procedures for the board to review at the next meeting.**
8. **On June 23, 2015 the Board of Commissioners held a public hearing for the proposed 2016 Budget. As of now, it is still being reviewed and has yet to be voted upon. The two big purchase items for the Election Department next year are a new copier and 20 new DRE voting machines. Deidre will keep the board informed on the progress of the budget and let them know once it is voted upon.**
9. **On July 8th ES&S came out to set up Balotar and train office staff on how to use to equipment. We will be using the new ballot printing system in the upcoming municipal elections.**

10. Campaign Filing June 30th and July 1st

- a. **Non-Election Year Candidates were to file their June 30th Campaign Contributions Disclosure by the end of the grace period on July 8th. All candidates complied.**
- b. **All Candidates were to submit a Personal Financial Disclosure Report by July 1st. The period for filing this report is from January 1st until July 1st therefore, there is no grace period.**
 - i. **Chief Magistrate Judge, Martin Valbuena, did not submit his Personal Financial Disclosure Report by July 1st. He was sent a certified letter informing him of the non-filing and the fees associated. After no response from the first letter, another certified letter will be sent today. This letter will also inform him of the non-filing, first notice late fees, as well as the second notice late fees.**

11. Deidre Holden explained to board members why the Secretary of State's Office had issued letters of instruction to the Paulding County Board of Elections for 2 State Election Board cases.

- a. **The first case was in response to a self-reported issue involving the Post 4 Commission District during the 2014 Primary Election. There were a few streets in the Russom Elementary School precinct that should have been in Post 4 after the 2010 census and redistricting process.**
- b. **The second case was in response to an issue in which a Subdivision's precinct was changed from Sara Ragsdale Elementary School to the Watson Government Complex. Voters did not receive a precinct card after the change was made in the state voter registration system.**

Supervisor Deidre Holden reached out to the newly appointed board members telling them to please let her or the Election Office staff know if they could be of any assistance in getting them acquainted with their new roles. She also made all board members aware of the upcoming Meet & Greet on September 1st. Citizens will have two opportunities that day, one at 10:00 am until 12:00 pm and the other at 5:00 pm until 7:00 pm, to come and learn more about the Paulding County Election Office, being a poll worker, and the 2016 election cycle.

Board member Michael Scott asked what a typical election day would look like serving as a board member. Deidre Holden and veteran board members explained the duties as well as offered information about the upcoming GEOA/VRAG conference in December for additional training and information.

Vice Chairman Bill McFadden suggested that the new board members be present, if possible, for the opening and closing procedures in the precincts during the Municipal Election Day on November 3, 2015.

County Attorney Jayson Phillips discussed code section 21-2-214 (c) in response to board member Joseph Gullett's question as to how his and board member Michael Scott's background of being involved in local political parties, would fit into the equation of serving as a board member on the Paulding County Board of Elections.

CLOSED SESSION:

None

ADJOURNMENT:

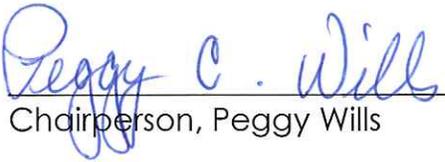
Motion: Bill McFadden

Second: Michael Scott

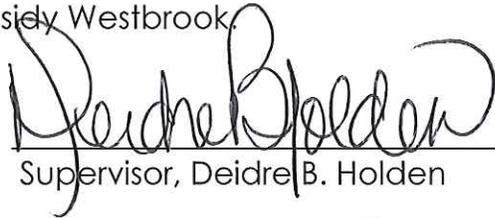
Unanimous vote. Motion carried.

The meeting was adjourned at 10:41 AM.

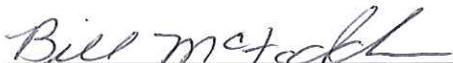
Minutes respectfully submitted by Cassidy Westbrook



Chairperson, Peggy Wills



Supervisor, Deidre B. Holden



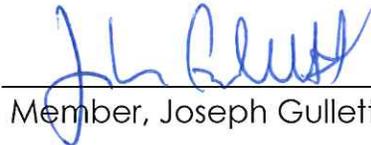
Vice-Chairperson, Bill McFadden



Member, Bobbie Lee



Member, Michael Scott



Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes

August 14, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the August 14, 2015 Board of Elections & Registration meeting to order at 9:02 am.

Members Present:

Peggy Wills, Bill McFadden, Bobbie Lee, Michael Scott and Joseph Gullett

Staff Present: Deidre Holden, Election Supervisor; Lacy Dunn; and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Deidre Holden

Supervisor Deidre Holden gave a brief biography on all the Board Members and present staff members.

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

July 17, 2015 Minutes:

Motion: Bobbie Lee
Second: Bill McFadden

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

1. Policies and Procedures

The board reviewed the Policies and Procedures presented by Deidre Holden. Board Members Joseph Gullett and Michael Scott had questions concerning the following items:

- Appointment of the Board Chair and Vice Chair
- Verbiage in opening statement of Assistant Supervisor's job description
- Budget control
- Inventory
- Security of election equipment in office

Deidre Holden and Jayson Phillips explained that the appointment of the Board Chair comes at the time when that board membership is appointed and the appointment of Chairman is made by the Board of Commissioners. The Board of Elections then comes together to vote on a Vice Chair.

Board member Joseph Gullett questioned why the opening statement of the Assistant Supervisor's job description references the population and number of registered voters. Deidre Holden explained that when the job description was written, the board had just been created. The numbers were placed in the descriptions for justification. The statement was since updated, along with the rest of the Policies and Procedures in August of 2015. Deidre Holden will remove this statement from the job description.

Board member Joseph Gullett questioned the section pertaining to the budget process because the Board has no authority over the budget. This is a duty of the Supervisor. The County Attorney agreed yet stated that the topic should remain a section in the Policies and Procedures.

Deidre Holden informed the board that the current inventory is kept on a spreadsheet however we would be moving that data over to our Easy Election Management System once the Easy Inventory module was complete. This will allow for easier tracking for each piece of equipment.

Board members Joseph Gullett and Michael Scott had questions concerning the GEMS server and who possessed keys to it. County Attorney Jayson Phillips read the law referring to the security of GEMS and

other election equipment. He stated that Paulding County was and has always been in compliance with the law. Supervisor Deidre Holden informed the board that courthouse security and the Human Resources Department had a log of who has keys and proxy card access to the Election Office, including all interior doors. Ms. Holden said she would request the list and provide it to the board at the next meeting.

Board member Michael Scott requested that Supervisor Deidre Holden provide the board an Election Security Plan. Ms. Holden stated that she would do so and distribute to the board via email within the next 2 weeks. This would allow time for review so the board could discuss the plan at the next meeting on September 11th.

Board Member Joseph Gullett suggested that the board hold off on voting for the Policies and Procedures until the next meeting.

Motion: Michael Scott
Second: Bill McFadden

Unanimous vote. Motion carried.

2. Advance voting hours

Supervisor Deidre Holden suggested changing the hours during the week of Advance Voting as to clear up any confusion on behalf of the voters in Paulding County. It was suggested that instead of extending the hours on Tuesday and Thursday until 7:00 pm, we extend the hours Monday through Friday until 6:00 pm each day.

Motion: Bill McFadden
Second: Michael Scott

Unanimous vote. Motion carried.

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Joseph Gullett
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Bobbie Lee
Second: Bill McFadden

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Deidre Holden gave a monthly report to the board.

1. 89,483 voters as of 8/13/2015; an increase of 327 new registrations from last month.
 - a. Board member Joseph Gullett suggested using a graph to chart the registration from month to month.
2. Municipal Qualifying is August 31 – September 4 for the Cities of Dallas and Hiram.
3. Contingency Plan
 - a. Deidre Holden gave all board members a copy of the Contingency Plan. She stated that she would like to conduct a training for the board and staff closer to the 2016 election cycle.
4. NCOA (National Change of Address) Confirmation Notices to go out in late August. We have 6,994 to postmark and mail out to voters.
5. Secretary of State, Brian Kemp to address the Chamber of Commerce on September 15, 2015 at the Chamber Breakfast. Kevin Kirby with the Chamber will be sending out the details of the event soon. Deidre Holden will let the board know the exact time when she receives the notice.
6. Lacy Dunn has completed her online GEOC (Georgia Election Official Certification). She will finish up the certification by taking the KSU classes in October.
7. On August 11, 2015 the Board of Commissioners voted to approve the 2016 Budget.
8. Balotar is now fully setup and ready for use.
9. Campaign Filing June 30th and July 1st Non-Filers
 - a. Non-Election Year Candidates were to file their June 30th Campaign Contributions Disclosure by the end of the grace period on July 8th. All candidates complied.

- b. All Candidates were to submit a Personal Financial Disclosure Report by July 1st. The period for filing this report is from January 1st until July 1st therefore, there is no grace period.
 - i. Chief Magistrate Judge, Martin Valbuena, did not submit his Personal Financial Disclosure Report by July 1st. He was sent a certified letter informing him of the non-filing and the fees associated. After no response from the first letter, another certified letter was sent. This letter informed him of the non-filing, first notice late fee, as well as the second notice late fee. Mr. Valbuena has since filed his PFD however it was not before the second notice late fee was imposed. The second notice was returned unclaimed so he will now be sent a third letter informing him that while he has filed, he will need to pay the first and second notice late fees.
- 10. Poll Worker Meet & Greet will be held on Tuesday, September 1, 2015 in preparation for the 2016 Election Cycle. Deidre Holden gave out flyers to the board to hand out.
- 11. Deidre Holden informed the board about the staffing changes being made in the Board of Commissioners Office.
- 12. The 2016 Election Plan was presented and discussed with the board. Deidre Holden also presented them with the Early Voting numbers from 2008 and 2012 to create a clearer picture of what the Election Office and Board would face in 2016.
- 13. Supervisor Deidre Holden showed the board the inspection sheet they would be using when they visit precincts on Election Day.
- 14. There has been an oral open records request for the ballot verbiage from the 1999 Special Election on the Water Reserve Resolution and the Airport. Deidre Holden explained that she did not have any information on that Special Election but has contacted Tom Cable for more information.

CLOSED SESSION:

None

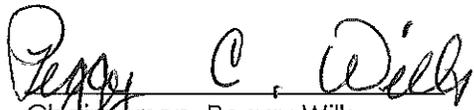
ADJOURNMENT:

Motion: Bobbie Lee
Second: Joseph Gullett

Unanimous vote. Motion carried.

The meeting was adjourned at 10:59 AM.

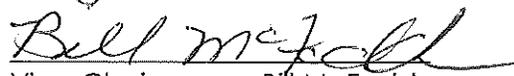
Minutes respectfully submitted by Cassidy Westbrook.



Chairperson, Peggy Wills



Supervisor, Deidre B. Holden



Vice-Chairperson, Bill McFadden



Member, Bobbie Lee



Member, Michael Scott



Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes

September 11, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the September 11, 2015 Board of Elections & Registration meeting to order at 9:02 am.

Members Present:

Peggy Wills, Bill McFadden, Bobbie Lee, Michael Scott and Joseph Gullett

Staff Present: Deidre Holden, Election Supervisor; Cassidy Westbrook; and Tom Cable, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Peggy Wills

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

August 14, 2015 Minutes:

Motion: Bill McFadden

Second: Bobbie Lee

Unanimous vote. Motion carried.

OLD BUSINESS:

- Policies and Procedures

Supervisor Deidre Holden emailed the revised version of the policies and procedures to board members on September 10, 2015. She asked that the board review the changes prior to the next meeting.

As requested in the previous meeting, Mrs. Holden reviewed a list of the parties who have access to the Elections Office and expressed her concerns. She explained to the board how the proxy card worked and noted the doors that use a proxy verses a key.

Board Member Michael Scott inquired why public officials that were elected had access to the Election Office. The board discussed issues with the Sheriff being on the ballot verses providing security. Tom Cable explained the Commission Chairman had access to the office because he is responsible for the day to day operations of each county office. He also explained that the Sheriff had access to the office because he was the primary party responsible for the security of the office.

Supervisor Deidre Holden informed the board that she would be placing "Core Locks" on 6 of the doors in the Election Office including the records room, voting machine room, voting room, and GEMS server room. The only parties that would have a key to access these rooms are herself as Supervisor and Cassidy Westbrook, the Assistant Supervisor.

- Security Plan

Supervisor Deidre Holden explained to the board about her means of keeping up with important passwords used in the Election Office. Board Member Joseph Gullett suggested she get an encrypted USB to hold that type of information for added security measures. He suggested 2 with 1 serving as an off-site backup.

Mrs. Holden informed the board she would be having a panic button installed in the near future for added security.

She also reminded the board about the Contingency Plan that is reviewed with the board and staff annually. Mrs. Holden explained that the plan is also reviewed with the poll managers and assistant during an election cycle.

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Joseph Gullett
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Michael Scott
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Deidre Holden gave a monthly report to the board.

1. 89,848 voters as of 9/10/2015; an increase of 365 new registrations from last month.
2. Municipal Qualifying
 - a. No persons with the exception of the incumbents qualified for any offices for the City of Dallas therefore, they will not have an election.
 - b. City of Hiram will have election because there are contested offices. The Post 3 Council Seat, Teresa Philyaw, resigned her seat to run for mayor. Because of the resignation and open seat, the City of Hiram will conduct a Special Election in conjunction with the General Municipal in November.
3. NCOA (National Change of Address)
 - a. Approximately 2,000 have been returned undeliverable so far.
4. Secretary of State, Brian Kemp to address the Chamber of Commerce on September 15, 2015 at 8:30 am at the Chamber Breakfast. The cost to attend is \$10.00.
5. Balotar

- a. We are waiting on Kennesaw State University Center for Election Systems to build our database. After the database has been approved by Supervisor, Assistant Supervisor, and Hiram City Clerk Cynthia Geyer, ES&S will load the database into Balotar so that we can begin printing ballots for the General/Special Municipal Election.
- 6. Poll Worker Meet & Greet was held on Tuesday, September 1, 2015 in preparation for the 2016 Election Cycle. We had a great success and hope to do it again in the future.
- 7. 2016 Election Year
 - a. Supervisor Deidre Holden provided maps to the board to be of assistance when asked questions by the public.
 - b. Mrs. Holden also informed the board that the Post 1 Commissioner announced his candidacy in the newspaper. The Post Commissioner did not file a DOI (Declaration of Intent) prior to doing so however. Mrs. Holden explained that she has since sat down with the candidate and discussed the process; he has since filed his DOI.

CLOSED SESSION:

None

ADJOURNMENT:

Motion: Bill McFadden
Second: Bobbie Lee

Unanimous vote. Motion carried.

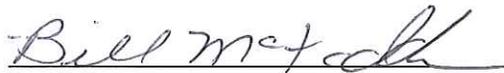
The meeting was adjourned at 10:10 AM.

Minutes respectfully submitted by Cassidy Westbrook.

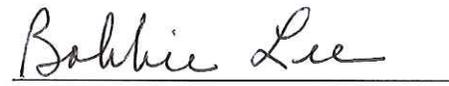


 Chairperson, Peggy Wills

 Supervisor, Deidre B. Holden



 Vice-Chairperson, Bill McFadden



 Member, Bobbie Lee



 Member, Michael Scott



 Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes

October 9, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the October 9, 2015 Board of Elections & Registration meeting to order at 9:05 am.

Members Present:

Peggy Wills, Bill McFadden, Bobbie Lee, Michael Scott and Joseph Gullett

Staff Present: Assistant Supervisor Cassidy Westbrook; Lacy Dunn and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jayson Phillips

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

September 11, 2015 Minutes:

Motion: Bill McFadden

Second: Bobbie Lee

Unanimous vote. Motion carried.

OLD BUSINESS:

- Policies and Procedures- tabled until November meeting

- Security Plan
 - Board Member Joseph Gullett asked if the "Core Locks" had been replaced as discussed in the previous meeting. Assistant Supervisor Cassidy Westbrook informed Mr. Gullett that they had been replaced and only she and Supervisor Deidre Holden possessed keys to the locks.

NEW BUSINESS:

None

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Bobbie Lee
Second: Joseph Gullett

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Bill McFadden
Second: Bobbie Lee

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Cassidy Westbrook gave a monthly report to the board.

1. 90,110 voters as of 10/8/2015; an increase of 262 new registrations from last month.
2. Municipal Elections

- a. Early Voting for the City of Hiram Municipal Election will begin in the Election Office on Monday, October 12th.
- 3. Secretary of State, Brian Kemp addressed the Chamber of Commerce on September 15, 2015. The meeting went well and there was a great turnout.
- 4. Balotar
 - a. Working great; printed test desk for Logic & Accuracy Testing, all ballots passed the test.
 - b. There are 4 applications for Absentee Ballots for the Hiram Municipal, those ballots will be sent out Monday, October 12th.
- 5. Logic & Accuracy Testing for Hiram Municipal Election is complete.

CLOSED SESSION:

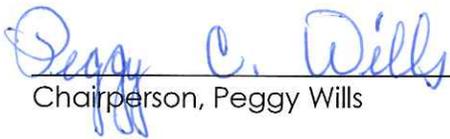
None

ADJOURNMENT:

Motion: Bobbie Lee
Second: Michael Scott

Unanimous vote. Motion carried.

The meeting was adjourned at 9:28 AM.
 Minutes respectfully submitted by Cassidy Westbrook.


 Chairperson, Peggy Wills


 Supervisor, Deidre B. Holden


 Vice-Chairperson, Bill McFadden

 Member, Bobbie Lee


 Member, Michael Scott

 Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes: ELECTION DAY

November 3, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the November 3, 2015 Election Day Board of Elections & Registration meeting to order at 7:00 AM.

Members Present:

Peggy Wills, Bill Mcfadden, and Joseph Gullett

Staff Present:

Supervisor Deidre Holden and Assistant Supervisor Cassidy Westbrook

Special Guest: None

NEW BUSINESS:

Certification of Paulding County's Official and Complete General Election Results from the November 3, 2015 Election.

Motion: Bill McFadden

Second: Joseph Gullett

Unanimous vote. Motion carried.

ADJOURNMENT:

Motion: Joseph Gullett

Second: Bill McFadden

Unanimous vote. Motion carried.

The meeting was adjourned at 10:10 AM on November 4, 2015.

Minutes respectfully submitted by Cassidy Westbrook.

Peggy C. Wills
Chairperson, Peggy Wills

Deidre Holden
Supervisor, Deidre B. Holden

Bill McFadden
Vice-Chairperson, Bill McFadden

Member, Bobbie Lee

Michael Scott
Member, Michael Scott

Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes: Special Called Meeting

November 13, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the November 13, 2015 Board of Elections & Registration meeting to order at 10:01 am.

Members Present:

Peggy Wills, Bill McFadden, and Bobbie Lee

Staff Present: Deidre Holden, Election Supervisor; Cassidy Westbrook; and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Jayson Phillips

MINUTES OF PREVIOUS MEETING:

Deferred to December 11, 2015 Meeting

OLD BUSINESS:

None

NEW BUSINESS:

1. Call for Special Election for the vacant Post 1 Commission Seat caused by the resignation of Dave Carmichael
 - a. The election will be held in conjunction with the March 1, 2016 Presidential Preference Primary.
 - b. The registration deadline to be eligible to vote in the Special Election will be February 1, 2016.

- c. Qualifying for the vacant Post 1 Commission Seat will be held November 30, 2015 beginning at 9:00 am through December 2, 2015 ending at 12:00 pm. The qualifying fee will be \$675.00.
- d. Early Voting will be held February 8-26, 2016. On Election Day, polls will be open from 7:00 am until 7:00 pm.

Motion: Bill McFadden
Second: Bobbie Lee

Unanimous vote. Motion carried.

PUBLIC HEARING:

None

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

None

CLOSED SESSION:

None

ADJOURNMENT:

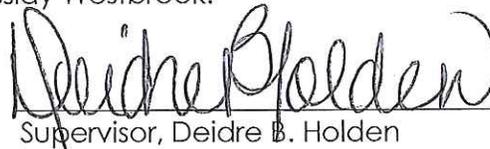
Motion: Bobbie Lee
Second: Bill McFadden

Unanimous vote. Motion carried.

The meeting was adjourned at 10:15 AM.

Minutes respectfully submitted by Cassidy Westbrook.


Chairperson, Peggy Wills


Supervisor, Deidre B. Holden


Vice-Chairperson, Bill McFadden

Member, Bobbie Lee


Member, Michael Scott

Member, Joseph Gullett

Paulding County Board of Elections & Registration Meeting Minutes

December 11, 2015

CALL TO ORDER:

Chairperson, Peggy Wills, called the December 11, 2015 Board of Elections & Registration meeting to order at 9:12 am.

Members Present:

Peggy Wills, Bill McFadden and Michael Scott

Staff Present: Supervisor Deidre Holden, Assistant Supervisor Cassidy Westbrook, Lacy Dunn and Jayson Phillips, County Attorney

Special Guest: None

INVOCATION & PLEDGE:

The invocation and pledge was led by Deidre Holden

MINUTES OF PREVIOUS MEETING:

Meeting minutes presented to the board for approval:

October 9, 2015 Minutes, November 3, 2015 Minutes and November 13, 2015 Minutes:

Motion: Bill McFadden

Second: Michael Scott

Unanimous vote. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

1. Adoption of 2016 Board Meeting Dates

The Board discussed moving the meeting time to accommodate all members from 9:00 am until 9:30 am.

Motion: Michael Scott
Second: Bill McFadden

Unanimous vote. Motion carried.

Supervisor Deidre Holden presented the following 2016 meeting dates for approval:

January 8, 2016
February 12, 2016
March 1, 2016 (PPP Election Day)
March 7, 2016 (Certification of PPP Election)
April 8, 2016
May 13, 2016
May 24, 2016 (Primary Election Day)
May 31, 2016 (Certification of Primary Election)
June 10, 2016
July 8, 2016
August 12, 2016
September 9, 2016
October 14, 2016
November 8, 2016 (General Election Day)
November 14, 2016 (Certification of General Election)
December 9, 2016

Motion: Bill McFadden
Second: Michael Scott

Unanimous vote. Motion carried.

2. Adoption of number of voting machines to be used in the March 1, 2016 Presidential Preference Primary per precinct.

Voting Precinct	Number of Machines	Number of Express Polls
Adv. Election Office	17	4
Adv. Burnt Hickory	15	2
Adv. Mt. Tabor	15	2
Adv. Poplar Springs	15	2
1 SMMS	20	4
2 NSES	10	2
3 MOMS	15	2
4 RES	20	4
5 MTP	20	4
6 WGC	20	4
7 PBRM	20	4
8 SRES	15	2
9 PCHS	15	2
10 HHS	20	4
11 TFP	20	4
12 AMS	20	4
13 NES	20	4
14 CSMS	15	2

Motion: Bill McFadden
Second: Michael Scott

Unanimous vote. Motion carried.

PUBLIC HEARING:

Felons to be removed from the electors list. SEE ATTACHMENT

Motion: Michael Scott
Second: Bill McFadden

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

Rejection of challenged voter applications. SEE ATTACHMENT

Motion: Bill McFadden
Second: Michael Scott

Unanimous vote. Motion carried.

Record shall reflect that none of the notified individuals appeared before the Board.

SUPERVISOR REPORT AND ITEMS FOR DISCUSSION:

Supervisor Deidre Holden gave a monthly report to the board.

1. 90,966 voters as of 12/10/2015; an increase of 856 new registrations from last month.
2. Qualifying for Post 1 Special Election Completed
3. Ballots have been proofed for March 1, 2016 PPP/Special
4. Database Received
 - a. We will begin creating memory cards for all voting machines within the next week
5. L&A Scheduled to begin on January 4, 2016
6. Combined Conference for 2016 Training Hours will be held next week in Athens, Deidre and Lacy will attend.
7. Voter Data Breach at Secretary of State Office
 - a. Deidre sent letter from Secretary Brian Kemp to the legal organ for more information on the breach

CLOSED SESSION:

None

ADJOURNMENT:

Motion: Bill McFadden
Second: Michael Scott

Unanimous vote. Motion carried.

The meeting was adjourned at 9:59 AM.

Minutes respectfully submitted by Cassidy Westbrook.



Chairperson, Peggy Wills

Supervisor, Deidre B. Holden



Vice-Chairperson, Bill McFadden



Member, Bobbie Lee



Member, Michael Scott



Member, Joseph Gullett