



# Camden County Board of Elections & Registration

P.O. Box 608 / 200 East 4<sup>th</sup> Street • Woodbine, Georgia 31569

Phone: (912) 576.3245 • [www.camdencountyga.gov](http://www.camdencountyga.gov)

## Office of Elections & Registration

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### BOARD MEETING AGENDA

VIA TELECONFERENCE DUE TO COVID-19  
Tuesday, September 1, 2020, 3:00 P.M.

Participants may join the Meeting 5 minutes prior to start time. If you want to make a public comment, you will be instructed to press #2 on your key pad to be placed in the queue to speak.

#### Speaker Telephone Instructions:

**US Toll Free:** 888-251-2949 or 215-861-0694

**Access Code:** 8301102#

- A. CALL TO ORDER
- B. INVOCATION
- C. AGENDA AMENDMENTS\* (Add or delete items to the agenda)
- D. ADOPTION OF AGENDA\*
- E. APPROVAL OF MINUTES\*: Board Meeting- May 5, 2020
- F. FINANCIAL REPORT – July 31, 2020
- G. PUBLIC COMMENTS (*for Agenda Items only*)
- H. OLD BUSINESS
  - 1. Consideration of Approval to Purchase & Install Ballot Box(es)\*
- I. NEW BUSINESS
  - 1. Consideration of Approval to Hire a Temporary Full Time Employee to Assist with the Upcoming General Election\*
  - 2. Consideration of Approval for Additional Advance In-Person Polling Sites & Hours/Days of Operation for all Sites\*
  - 3. Consideration of Approval to have a 3<sup>rd</sup> In Person Collection Location to Receive Absentee Ballots\*

#### *Your Vote Counts*

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**SHANNON NETTLES**  
Elections Supervisor

**DEBORAH FELIX**  
Assistant Elections Supervisor

**BARBARA HAHN**  
Board Member- District 1

**JANNETT BRADFORD**  
Board Member- District 2

**JAMES CORBETT**  
Board Member- District 3

**JOSEPH MICHAELS**  
Board Member- District 4

**KYLE RAPP**  
Board Member- District 5

**J. OTHER BUSINESS**

1. Important Upcoming Dates:

- Last Day to Register to Vote in November General Election, **October 5, 2020**
- Advance In-person Voting, **October 13- 30, 2020**
- Saturday Voting, **October 24, 2020**

**K. ADDITIONAL PUBLIC COMMENTS**

**L. ADJOURN REGULAR MEETING\***

*\*Items requiring a vote.*

*Please be advised this agenda is subject to amendments.*

*As set forth in the Americans with Disabilities Act of 1992, Camden County does not discriminate on the basis of disability and will assist citizens with special needs, given proper notice. Please contact the Board of Elections & Registration Office for assistance prior to the given meeting. We can be reached at 912.576.3245.*

*Your Vote Counts*

**SHANNON NETTLES**  
Elections Supervisor

**DEBORAH FELIX**  
Assistant Elections Supervisor

**BARBARA HAHN**  
Board Member- District 1

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Board Member- District 2

**JAMES CORBETT**  
Board Member- District 3

**JOSEPH MICHAELS**  
Board Member- District 4

**KYLE RAPP**  
Board Member- District 5



# Budget Report

## Account Summary

For Fiscal: 2020-2021 Period Ending: 07/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Class: 51 - SALARIES &amp; BENEFITS</b>								
<b>Expense</b>								
<a href="#">100-5-1400-511100</a>	SALARIES - REGULAR EMPLOY	131,790.00	131,790.00	7,629.57	7,629.57	0.00	124,160.43	5.79 %
<a href="#">100-5-1400-511200</a>	SALARIES - POLL WORKERS	40,000.00	40,000.00	8,993.40	8,993.40	0.00	31,006.60	22.48 %
<a href="#">100-5-1400-511300</a>	OVERTIME	0.00	0.00	467.63	467.63	0.00	-467.63	0.00 %
<a href="#">100-5-1400-512200</a>	SOCIAL SECURITY TAXES	14,983.00	14,983.00	1,149.43	1,149.43	0.00	13,833.57	7.67 %
<a href="#">100-5-1400-512400</a>	RETIREMENT	3,097.00	3,097.00	254.32	254.32	0.00	2,842.68	8.21 %
<a href="#">100-5-1400-512403</a>	RETIREMENT: COUNTY MATCH	6,150.00	6,150.00	406.30	406.30	0.00	5,743.70	6.61 %
<b>Expense Total:</b>		<b>196,020.00</b>	<b>196,020.00</b>	<b>18,900.65</b>	<b>18,900.65</b>	<b>0.00</b>	<b>177,119.35</b>	<b>9.64 %</b>
<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>		<b>196,020.00</b>	<b>196,020.00</b>	<b>18,900.65</b>	<b>18,900.65</b>	<b>0.00</b>	<b>177,119.35</b>	<b>9.64 %</b>
<b>Class: 52 - CONTRACTED SERVICES</b>								
<b>Expense</b>								
<a href="#">100-5-1400-521100</a>	BOARD MEMBERS FEES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
<a href="#">100-5-1400-521254</a>	CONTRACT SERVICES - ADMIN	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
<a href="#">100-5-1400-522100</a>	JANITORIAL - CONTRACTS	3,500.00	3,500.00	137.33	137.33	0.00	3,362.67	3.92 %
<a href="#">100-5-1400-522202</a>	REP & MT OFF EQUIPMENT	1,000.00	1,000.00	0.10	0.10	0.00	999.90	0.01 %
<a href="#">100-5-1400-522320</a>	EQUIPMENT RENTAL	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.00 %
<a href="#">100-5-1400-523200</a>	TELEPHONE	1,750.00	1,750.00	80.20	80.20	0.00	1,669.80	4.58 %
<a href="#">100-5-1400-523201</a>	CELL PHONES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<a href="#">100-5-1400-523300</a>	ADVERTISING & PUBLISHING	3,500.00	3,500.00	533.80	533.80	0.00	2,966.20	15.25 %
<a href="#">100-5-1400-523400</a>	PRINTING	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00 %
<a href="#">100-5-1400-523500</a>	TRAVEL	3,750.00	3,750.00	19.98	19.98	0.00	3,730.02	0.53 %
<a href="#">100-5-1400-523600</a>	DUES & SUBSCRIPTIONS	750.00	750.00	0.00	0.00	0.00	750.00	0.00 %
<a href="#">100-5-1400-523700</a>	EDUCATION & TRAINING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
<a href="#">100-5-1400-523901</a>	ELECTION EMPLOYEES	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00 %
<b>Expense Total:</b>		<b>82,000.00</b>	<b>82,000.00</b>	<b>771.41</b>	<b>771.41</b>	<b>0.00</b>	<b>81,228.59</b>	<b>0.94 %</b>
<b>Class: 52 - CONTRACTED SERVICES Total:</b>		<b>82,000.00</b>	<b>82,000.00</b>	<b>771.41</b>	<b>771.41</b>	<b>0.00</b>	<b>81,228.59</b>	<b>0.94 %</b>
<b>Class: 53 - SUPPLIES</b>								
<b>Expense</b>								
<a href="#">100-5-1400-531100</a>	OFFICE SUPPLIES	4,000.00	4,000.00	34.40	34.40	0.00	3,965.60	0.86 %
<a href="#">100-5-1400-531101</a>	MINOR OPERATING \$0 - \$499	1,500.00	1,500.00	29.25	29.25	0.00	1,470.75	1.95 %
<a href="#">100-5-1400-531102</a>	POSTAGE	15,000.00	15,000.00	583.50	583.50	0.00	14,416.50	3.89 %
<a href="#">100-5-1400-531103</a>	COMPUTER SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
<a href="#">100-5-1400-531104</a>	JANITORIAL SUPPLIES	850.00	850.00	0.00	0.00	0.00	850.00	0.00 %

**Budget Report**

**For Fiscal: 2020-2021 Period Ending: 07/31/2020**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Encumbrances</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
<a href="#">100-5 -1400 -531118</a>	ELECTION SUPPLIES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<a href="#">100-5 -1400 -531210</a>	WATER & SEWER	200.00	200.00	9.51	9.51	0.00	190.49	4.76 %
<a href="#">100-5 -1400 -531230</a>	ELECTRIC	7,500.00	7,500.00	262.90	262.90	0.00	7,237.10	3.51 %
<a href="#">100-5 -1400 -531270</a>	FUEL	450.00	450.00	0.00	0.00	0.00	450.00	0.00 %
<a href="#">100-5 -1400 -531300</a>	OTHER SUPPLIES	500.00	500.00	9.00	9.00	0.00	491.00	1.80 %
<a href="#">100-5 -1400 -531601</a>	COMPUTERS \$500 - \$4,999	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
<a href="#">100-5 -1400 -531603</a>	FURNITURE \$500 - \$4,999	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
	<b>Expense Total:</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>928.56</b>	<b>928.56</b>	<b>0.00</b>	<b>34,571.44</b>	<b>2.62 %</b>
	<b>Class: 53 - SUPPLIES Total:</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>928.56</b>	<b>928.56</b>	<b>0.00</b>	<b>34,571.44</b>	<b>2.62 %</b>
	<b>Report Total:</b>	<b>313,520.00</b>	<b>313,520.00</b>	<b>20,600.62</b>	<b>20,600.62</b>	<b>0.00</b>	<b>292,919.38</b>	<b>6.57 %</b>

**Budget Report**

For Fiscal: 2020-2021 Period Ending: 07/31/2020

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Class: 51 - SALARIES &amp; BENEFITS</b>							
Expense	196,020.00	196,020.00	18,900.65	18,900.65	0.00	177,119.35	9.64 %
<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>	<b>196,020.00</b>	<b>196,020.00</b>	<b>18,900.65</b>	<b>18,900.65</b>	<b>0.00</b>	<b>177,119.35</b>	<b>9.64 %</b>
<b>Class: 52 - CONTRACTED SERVICES</b>							
Expense	82,000.00	82,000.00	771.41	771.41	0.00	81,228.59	0.94 %
<b>Class: 52 - CONTRACTED SERVICES Total:</b>	<b>82,000.00</b>	<b>82,000.00</b>	<b>771.41</b>	<b>771.41</b>	<b>0.00</b>	<b>81,228.59</b>	<b>0.94 %</b>
<b>Class: 53 - SUPPLIES</b>							
Expense	35,500.00	35,500.00	928.56	928.56	0.00	34,571.44	2.62 %
<b>Class: 53 - SUPPLIES Total:</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>928.56</b>	<b>928.56</b>	<b>0.00</b>	<b>34,571.44</b>	<b>2.62 %</b>
<b>Report Total:</b>	<b>313,520.00</b>	<b>313,520.00</b>	<b>20,600.62</b>	<b>20,600.62</b>	<b>0.00</b>	<b>292,919.38</b>	<b>6.57 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Encumbrances</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
100 - GENERAL	313,520.00	313,520.00	20,600.62	20,600.62	0.00	292,919.38	6.57 %
<b>Report Total:</b>	<b>313,520.00</b>	<b>313,520.00</b>	<b>20,600.62</b>	<b>20,600.62</b>	<b>0.00</b>	<b>292,919.38</b>	<b>6.57 %</b>

**CAMDEN COUNTY, GEORGIA  
BOARD OF ELECTIONS & REGISTRATION  
REGULAR MEETING MINUTES  
MAY 5, 2020, 3:00 PM**

Present via Teleconference: Chair Joseph Michaels; Vice-Chair Dr. Jannett Bradford; Kyle Rapp; James Corbett; Barbara Hahn; Elections Supervisor Shannon Nettles; Assistant Elections Supervisor Deborah Felix; and County Clerk Katie Bishop.

**A. Call to Order**

Chair Joseph Michaels called the meeting to order at 3:00 PM.

County Clerk Katie Bishop noted that all members were present.

**B. Invocation**

Kyle Rapp delivered the invocation.

**C. Agenda Amendments**

Addition of item under New Business:

- Absentee Ballot Signature Review

James Corbett made a motion, seconded by Kyle Rapp to amend the agenda as presented.

*The motion carried unanimously.*

**D. Adoption of Agenda**

James Corbett made a motion, seconded by Kyle Rapp to adopt the agenda as presented.

*The motion carried unanimously.*

## **E. Approval of Minutes**

Barbara Hahn made a motion to approve the minutes of the April 14, 2020 regular meeting. There was no second to the motion.

There was discussion regarding a correction to a typo in the minutes.

Barbara Hahn made an amended motion to approve the minutes of the April 14, 2020 regular meeting with the correction noted, Dr. Jeannette Bradford seconded the motion.

*The motion carried unanimously.*

## **F. Financial Report**

Election Supervisor Shannon Nettles gave an overview of the current Financial Report ending March 31, 2020, and announced that each Board Member should have a copy of the Office of Elections and Registration financial report in their agenda packet for review.

## **G. Public Comments**

Tonya Glazebrook, St. Marys

Ms. Glazebrook stated that while she understands and appreciates the challenges staff is dealing with, she has concerns regarding the upcoming election and the new voting equipment. She addressed her concerns to the board regarding the new equipment, absentee voting, and ballot boxes.

## **H. New Business**

1. Discuss FY2021 Budget Proposal

Election Supervisor Shannon Nettles gave an overview of the proposed FY 2021 Budget for the Office of Elections and Registration.

*No official action was taken.*

2. Sneeze Guards

Election Supervisor Shannon Nettles gave an update to the Board regarding the installation of sneeze guards for proper protection against the spread of Covid19.

***No official action was taken.***

3. May 18 – June 5, 2020 Advance In-Person Voting

Election Supervisor Shannon Nettles gave an update to the Board regarding the upcoming Advance In-Person Voting scheduled for May 18 – June 5, 2020.

***No official action was taken.***

4. June 9, 2020 PPP and/or General Primary (GP)

Election Supervisor Shannon Nettles gave an update to the Board regarding the June 9, 2020 Presidential Preference Primary and / or General Primary.

***No official action was taken.***

5. Discussion on a Ballot Box for Camden County

Election Supervisor Shannon Nettles lead the discussion with the Board regarding the Ballot Box for Camden County.

***The motion carried unanimously.***

**I. Old Business**

***No old business was presented during this time.***

**J. Other Business**

Election Supervisor Shannon Nettles gave the Board an update regarding Poll Worker Training and Covid19 precautions that were being taken for the training during this time.

**K. Additional Public Comments**

Tonya Glazebrook, St. Marys

Mrs. Glazebrook stated that she does not believe the ballot box was well thought out, but she does concur that the absentee ballots were not well thought out at the State level prior to sending to voters. She urged the Board to be proactive regarding this matter.

Mary Beckman, St. Marys

Ms. Beckman stated that she would like to echo Mrs. Glazebrook's comments and she would have preferred a different absentee ballot style to that chosen by the State. Mrs. Nettles mentioned a drop box and asked where that is located so she can distribute that information to others. She urged the Board to ask people in the community who work with outreach, such as Mr. Canning, to assist in getting the word out on ballot counts.

**K. Adjournment**

Kyle Rapp made a motion, seconded by Barbara Hahn to adjourn the meeting. The vote was unanimous to adjourn the meeting at 4:18 PM.

By: \_\_\_\_\_  
Joseph Michaels, Chair

Attest: \_\_\_\_\_  
Shannon Nettles, Elections Supervisor