

Stephens County Board of Registrations and Elections

Meeting Minutes

March 11, 2021

Opening

This was the regular monthly meeting of the Stephens County Board of Registrations and Elections. The meeting was called to order at 5:30 pm on 3/11/2021 in the Historic Courthouse by member Sean Black.

Present

Sean Black and Deputy Registrar April Roberts were present. Lori McAvoy was absent.

Approval of Agenda

There was no printed agenda.

Old Business

- Secretary of State Investigations. Investigator Parris visited the office on March 9, 2021, and obtained copies of ORA requests and responses, reviewed the filing systems, reviewed operations of office. The investigator requested that absentee ballot applications and other documents be alphabetized prior to being delivered to the Clerk of Court for storage.
- Deputy registrar continues to work to implement paperless systems.
- Deputy registrar met with Dominion representative about services in the future. It was discussed that twice-yearly refresher courses on the operations of the voting equipment and software may be appropriate.
- Discussed need to develop and have available a procedure manual with detailing of steps for recurrent elections processes, particularly those not done on a regular basis.
- Discussed that there had been a need for additional security from local law enforcement due to a person staking out the office on a regular basis for hours at a time.
- The Board is scheduled for an executive session on March 18, 2021, for the purpose of interviewing candidates for Registrar.

New Business

No new business

Adjournment

Meeting was adjourned at 6:02 pm by Sean Black. The next general meeting will be at 5:30 pm, on 4/13/2021, at the Historic Stephens County Courthouse.

Minutes submitted by: Sean A. Black