

CLAYTON BOARD OF ELECTIONS AND REGISTRATION

Special Called Business Meeting  
1:30 P.M.

February 11, 2016

SUMMARY MINUTES

PRESENT: Chairwoman Dorothy Hall, Vice-Chairwoman Patricia Pullar, Secretary Ruth Ash, Board Member Harry Osborne, Board Member George Sligh, Interim Director Laterral Francis and Clerk Allison Ruotolo. GUEST: Renee Bright, Human Resources Director.

1. Chairwoman Hall called the meeting to order.
2. Moment of silence observed.
3. Motion by Board Member Osborne, second by Secretary Ash to adopt the official agenda for the February 11, 2016 Special Called Business Meeting of the Board of Elections and Registration. Vote unanimous.
4. New Business:
  - A. Designee of the Election Center Key.
  - B. Executive Session.
5. Chairwoman Hall thanked Ms. Francis for her efforts in assuming the position of Interim Director.
6. Ms. Francis recommended that she keep the two Election Center keys due to the need for recurring access during the elections.

Chairwoman Hall discussed the contents of an email received by all board members from Chief Operating Officer Detrick Stanford regarding the responsibility of the storage and maintenance of the key. The email stated that the board had not delegated the responsibility to the Interim Director, Ms. Francis pursuant to the enabling act and bylaws. Mr. Stanford's directive was to turn over the key at 5 p.m. on February 9<sup>th</sup> to the Superintendent of the Board of Elections and Registration. Mrs. Hall stated that she spoke to Mr. Stanford and asked that he rescind that directive until the full board could meet and make a decision.

Board Member Sligh stated that he thought Ms. Francis would need to have a key. Mr. Sligh asked Ms. Francis in her absence, would the office have access to the key.

Ms. Francis stated that in her absence, she would designate the key to the Administrative Assistant.

Mr. Sligh asked why Ms. Francis would need two keys.

Ms. Francis stated that she does not need two keys that Chairman Turner requested the second key be made and given to Chuck Smith of the Information Technology department. Ms. Francis has received the key back from Mr. Smith.

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Mr. Sligh stated that he had talked with Don Gibbs. His son Donnie handles the delivery of the machines to the precincts. Mr. Gibbs has always had a key to the outer doors and the machines. Since the locks have been changed on the outer doors, Mr. Gibbs does not have access to the building without help from someone with the key like Ms. Francis. Mr. Sligh stated that they have been doing this for thirty-five years. They do not have to have a key permanently, but they have to have access to the machines on Friday and Monday. He understands Ms. Francis has agreed to accommodate them. Mr. Sligh stated that he does not have a problem with Don Gibbs keeping the key through the election process and returning it to the office after the election.

Motion by Board Member Sligh, second by Vice-Chairwoman Pullar to authorize Don Gibbs the use of the Election Center key through the election process and returning the key to the Elections and Registration office after the election.

Ms. Francis stated according to the Legal department, no one is supposed to have the key other than staff members. Mr. Gibbs is a seasonal employee and that is why the key was returned from Mr. Smith. A schedule for Mr. Gibbs' access has been established and Ms. Francis is glad to accommodate him. Ms. Francis recommended the board confer with the legal department.

Vice-Chairwoman Pullar rescinded her second to the motion by Board Member Sligh because she assumed Mr. Gibbs was a full-time staff person.

Board Member Sligh stated that he would like to look into the legal matter of only staff members having access to the Election Center keys. Mr. Sligh understood the board as the Election Superintendent was responsible for the keys.

Vice-Chairwoman Pullar asked what was wrong with facilities having a key.

Ms. Francis stated she would have to ask the Legal department.

Board Member Sligh stated the State Election Board Rule regarding authorized access to the secured space by the Election Superintendent.

Vice-Chairwoman Pullar reiterated and confirmed Mr. Sligh's statement.

Board Member Osborne stated it did not seem to determine who had the keys before with the Board of Commissioner Chairman, the Chief Operating Officer, and the staff attorney having the key. None of whom are election personnel. It did not stop them before from giving the key to someone who was not an office personnel.

Ms. Francis stated Buildings and Maintenance, the telephone guy, everyone had keys to that building.

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Secretary Ash stated her feelings were that the keys should remain with the office.

Board Member Sligh asked why someone from the office should have to go down to the Election Center.

Secretary Ash stated because that is their job.

Ms. Francis stated that Mr. Gibbs has been without a key since the locks have been changed and confirmed there are only two keys to the building. Buildings and Maintenance does not have a key.

Board Member Osborne stated he did not believe that was accurate.

Ms. Francis stated and confirmed that Deborah Hodge and Mr. Gibbs still have their keys to the machine room but cannot access the building. A person who can access the building cannot access the machine room without the proper key.

Board Member Sligh stated he could not believe there are only two keys.

Ms. Francis stated that is what she was told.

Board Member Sligh withdrew his motion.

Motion by Board Member Osborne, second by Secretary Ash to designate the Elections Director as custodian of the Election Center Keys and to authorize her to designate access to anyone that is necessary to the conduct of the election to have temporary access to the keys to facilitate the duties related to the election. Vote unanimous.

Ms. Francis stated that she would like to give the key to Mr. Gibbs during the election.

Motion by Board Member Osborne, second by Vice-Chairwoman Pullar to keep a written record of whomever she may designate the keys.

Motion by Board Member Sligh, second by Vice-Chairwoman Pullar to go into Executive Session at approximately 1:50 p.m. to discuss the Election Director process and candidate. Vote unanimous.

Motion by Vice-Chairwoman Pullar, second by Board Member Sligh to come out of Executive Session and continue the Special Called Meeting of the Board of Elections and Registration at approximately 2:59 p.m. Vote unanimous.

7. PUBLIC COMMENT: None.

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**{SIGNATURES NEXT PAGE}**

There being no further business, motion by Vice-Chairperson Pullar, second by Board Member Sligh to adjourn the Special Called Business Meeting at approximately 3:00 p.m. Vote unanimous.

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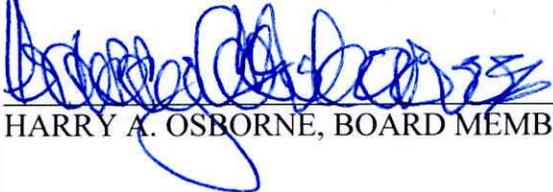
CLAYTON COUNTY BOARD OF ELECTIONS AND REGISTRATION

  
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DOROTHY FOSTER HALL, CHAIRWOMAN

  
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PATRICIA PULLAR, VICE-CHAIRWOMAN

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RUTH F. ASH, SECRETARY

  
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GEORGE SLIGH, BOARD MEMBER

  
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HARRY A. OSBORNE, BOARD MEMBER

ATTEST:

  
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ALLISON R. RUOTOLO, CLERK