



BOARD OF REGISTRATION AND ELECTIONS SCHEDULED MEETING

August 10, 2023

4:30 PM

VRE AB Area

- 1. APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES**
 - A. July 20, 2023 Scheduled Meeting (p. 2)
- 3. PUBLIC COMMENTS**
- 4. ITEMS FOR DISCUSSION**
 - A. Director's Report (p. 6)
- 5. EXECUTIVE SESSION**
- 6. BOARD COMMENTS**
- 7. ADJOURNMENT**

DeKalb County Board of Registration and Elections

Meeting Minutes

July 20, 2023

Start Time: 4:33 p.m.

End Time: 6:09 p.m.

Board Attendees: Vasu Abhiraman
Nancy Jester
Anthony Lewis
Susan Motter
Karli Swift

Other Attendees: Keisha Smith, Executive Director
Terry Phillips, Deputy County Attorney
Judge Bedelia C. Hargrove

SWEARING-IN OF BOARD MEMBERS

Mr. Phillips called the meeting to order at 4:33 p.m. Judge Hargrove swore in the Board members.

ELECTION OF OFFICERS

A) Election of Chair

Mr. Lewis nominated Ms. Jester. There was no second.

Ms. Motter nominated Ms. Swift. Mr. Abhiraman seconded the motion. The motion carried by a vote of 4-0-1. Mr. Abhiraman, Ms. Jester, Ms. Motter, and Ms. Swift voted Aye. Mr. Lewis abstained.

B) Election of Vice-Chair

Chair Swift nominated Mr. Abhiraman. Ms. Motter seconded the motion. The motion carried by a vote of 3-0-2. Mr. Abhiraman, Ms. Motter, and Chair Swift voted Aye. Ms. Jester and Mr. Lewis abstained.

APPROVAL OF AGENDA

Motion by Ms. Motter, seconded by Vice-Chair Abhiraman, to approve the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

Motion by Ms. Motter, seconded by Vice-Chair Abhiraman, to approve the minutes of the June 8 meeting. The motion carried by a vote of 4-0-1. Vice-Chair Abhiraman abstained because he had not been present at the meeting.

PUBLIC COMMENTS

Ms. Austin read the rules for public comment:

Public comments may be made in person or submitted by sending an email of one printed page or less at a minimum font of 12 to electionspubliccmnt@dekalbcountyga.gov which must be received between 35 and 5 minutes before the scheduled start of the meeting. The body of your email must include your first and last name. Abusive, profane, or derogatory language will not be permitted. By submitting an email for public comment, you agree to have your name and the email broadcast on the UStream and entered into the record and minutes. The DeKalb Board of Registration and Elections reserves the right, at the DeKalb Board of Registration and Elections' sole discretion, to (1) add your email to the record/minutes without reading any of it into the broadcast or (2) read all or a portion of your email into the record/minutes.

The following citizens provided public comment:

- Marci McCarthy
- Mrs. Heo, Soo Hyung
- Anar Parikh
- Naomi Bock
- Mahalet Awash
- Bimal Regmi
- Melissa Manrow

ITEMS FOR DISCUSSION

A) Director's Report

Director Smith reported on registration, upcoming list maintenance activities, GARViS improvements, relocation of the warehouse, outreach events, the budget, and the upcoming poll worker appreciation event.

Ms. Jester asked for details surrounding the NGE mailing. Director Smith offered to find the specifics.

Mr. Lewis asked for information on a proposed audit. Mr. Phillips responded that he would discuss the matter with Mr. Lewis offline.

Mr. Lewis asked for an update on the Adopt-a-Precinct program and asked to be sure the initiative was allowable under the law. Director Smith responded with details and stated that the proposal is being reviewed by the law department.

Mr. Lewis asked if a membership had been paid to the Centers for Election Excellence. Director Smith responded that according to her understanding, the County had paid a membership fee.

Mr. Lewis asked about the break-in at the Stonecrest facility. Mr. Phillips recommended reserving comment until the investigation had concluded.

Mr. Lewis asked if the Adopt-a-Precinct guidelines could be published on the website. Director Smith responded that they would be.

Ms. Motter asked for the website to be updated to include instructions on how to request a ballot on a family member's behalf.

Click here to view BRE meetings: [Video On Demand | DeKalb County, GA \(dekalbcountyga.gov\)](#)

Ms. Jester asked if the Board could be briefed on the Stonecrest investigation in an executive session. Mr. Phillips responded that he did not believe a criminal investigation could justify an executive session but offered to research further.

Ms. Jester asked for a copy of the executed agreement between the County and the Centers for Election Excellence.

Vice-Chair Abhiraman asked if the Department could use the full period of sixty days allowed by the law before the cancellation of a voter's registration who did not respond to an NGE mailing. Mr. Phillips offered to respond with a summary of the law.

ITEMS FOR DECISION

A) Resolution on Language Access

Director Smith requested to defer action on the resolution to the next meeting.

Ms. Motter asked if a county ordinance had been passed in addition to the resolution. Mr. Phillips offered to look into the matter.

Chair Swift asked what languages were being considered. Director Smith responded that the resolution requested coverage of nine languages.

Vice-Chair Abhiraman, Mr. Lewis, and Ms. Jester asked a series of questions about the timing involved.

Motion by Ms. Motter, seconded by Mr. Lewis, to defer action on the resolution until the December meeting. The motion carried unanimously.

B) Agreements to Conduct Municipal Elections

Director Smith requested authorization to execute agreements with municipalities related to the November election.

Motion by Ms. Motter that the Board authorize Director Smith to execute intergovernmental agreements and related documents in a form approved by the County Attorney or her designee between the Board and DeKalb County municipalities to facilitate municipal elections during the 2023 election cycle. The motion was seconded by Chair Swift.

Ms. Jester asked Director Smith to be sure that the cities understood the opportunity for advance voting.

The motion carried unanimously.

C) Polling Place Changes

Director Smith presented a list of polling place changes for the November election.

Motion by Mr. Lewis, seconded by Ms. Jester, to approve the changes.

Ms. Motter noted that Briarwood Recreation Center seemed to be unavailable frequently and asked if a more permanent solution could be found.

Chair Swift asked for future changes to be accompanied by a map.

Vice-Chair Abhiraman asked if any of the involved facilities charged the Department to host the election. Director Smith responded that she would look that up.

Ms. Motter asked the Director to check with the municipalities regarding any road closures.

The motion carried unanimously.

BOARD COMMENTS

Mr. Lewis thanked the public for coming to the meeting.

Vice-Chair Abhiraman introduced himself and looked forward to working with all stakeholders and the voters of the county.

Ms. Motter thanked the Director, the County Attorneys, and the staff. She welcomed Vice-Chair Abhiraman and congratulated the new Chair.

Ms. Swift thanked the staff, the Director, and Mr. Phillips.

ADJOURNMENT

Motion by Ms. Jester, seconded by Chair Swift, to adjourn. The motion carried unanimously. The meeting was adjourned at 6:09 p.m.

DRAFT

Director's Report

August 10, 2023

Keisha L. Smith, MPA

Executive Director

Voter Registration and Elections (VRE)

Topic 1: General Operations Updates

- Registration Totals (July)
- Elections Activities

Notes:

Topic 2: Administrative/Finance Updates

- Personnel
- Budget Activities and Report

Notes:

Topic 3: Stakeholder Engagement Updates

- Key Stakeholder Meetings
- General Communications

Notes:

Fund 100 - GENERAL FUND
 Dept 02900 - REGISTRAR

<-Choose Fund
 <-Choose Dept

Updated 8/8/2023
 Jul-23

Reg P/Rs Posted:
 # Monthly P/Rs Posted:

2 of 2 /month
 1

[Main](#)

Reg Pay Periods YTD: 14.5 11.80 left

ObjCls Object	Values							
	Budget \$	Encum brance \$	Actual \$	Funds Avail Bal	Exp/Enc%	Unexpende d Bal	Exp %	Cur Month
51 - 511101 - SALARIES	1,798,533	0	642,960	1,155,573	35.7%	1,155,573	35.7%	96,908
511199 - SALARIES - ADJUSTMENTS	27,044	0	0	27,044	0.0%	27,044	0.0%	0
511200 - SALARIES - TEMPORARY	0	213,204	450	-213,654	0.0%	-450	0.0%	0
511300 - SALARIES - OVERTIME	190,008	0	5,984	184,024	3.1%	184,024	3.1%	3,012
512100 - COUNTY MATCH - GROUP INSURANCE	0	0	70,782	-70,782	0.0%	-70,782	0.0%	14,436
512101 - COUNTY MATCH - GRP INS - REVER	4,488	0	-56,345	60,833	-1255.5%	60,833	-1255.5%	0
512102 - COUNTY MATCH - GRP INS - ALLOC	417,375	0	208,686	208,689	50.0%	208,689	50.0%	0
512200 - COUNTY MATCH - FICA	137,588	0	48,302	89,286	35.1%	89,286	35.1%	7,407
512400 - COUNTY MATCH - PENSION	0	0	20,865	-20,865	0.0%	-20,865	0.0%	20,864
512402 - 401(a) EMPLOYER CONTRIBUTION	42,105	0	14,028	28,077	33.3%	28,077	33.3%	2,330
512700 - WORKERS COMPENSATION	11,915	0	5,958	5,957	50.0%	5,957	50.0%	0
512904 - ALLOWANCE - AUTOMOBILE	4,029	0	5,250	-1,221	130.3%	-1,221	130.3%	750
51 - Personal Services and Employee Benefits Total	2,633,085	213,204	966,921	1,452,960	44.8%	1,666,164	36.7%	145,706
52 - 521101 - BOARD MEMBER SERVICES	12,000	400	8,400	3,200	73.3%	3,600	70.0%	1,400
521104 - TEMPORARY PERSONNEL SERVICES	1,292,000	217,316	468,198	606,486	53.1%	823,802	36.2%	47,678
521105 - SECURITY SERVICES	0	100,000	0	-100,000	0.0%	0	0.0%	0
521209 - OTHER PROFESSIONAL SERVICES	1,405,181	463,787	232,940	708,454	49.6%	1,172,241	16.6%	51,584
522201 - MAINTENANCE & REPAIR SERVICES	167,924	33,093	0	134,831	19.7%	167,924	0.0%	0
522311 - RENTAL OF REAL ESTATE	408,504	500	247,667	160,337	60.8%	160,837	60.6%	0
522321 - RENTAL OF EQUIPMENT	24,252	0	757	23,495	3.1%	23,495	3.1%	72
522322 - LEASE PURCHASE OF EQUIPMENT	50,004	0	12,450	37,554	24.9%	37,554	24.9%	0
522329 - OTHER RENTALS	33,948	17,077	12,221	4,650	86.3%	21,727	36.0%	4,695
523201 - POSTAGE	399,996	2,379	50,177	347,440	13.1%	349,819	12.5%	50,000
523202 - POSTAGE - CENTRAL SERVICES	27,552	0	5	27,547	0.0%	27,547	0.0%	0
523203 - TELEPHONE SERVICE	5,340	0	0	5,340	0.0%	5,340	0.0%	0
523204 - TELEPHONE - LONG DISTANCE	2,208	0	76	2,132	3.4%	2,132	3.4%	7
523206 - INTERNET SERVICES	5,640	0	0	5,640	0.0%	5,640	0.0%	0
523207 - TELEPHONE - WIRELESS	408,768	0	106,671	302,097	26.1%	302,097	26.1%	17,884
523301 - ADVERTISING SERVICES	3,980	0	4,314	-334	108.4%	-334	108.4%	534
523401 - PRINTING SERVICES	25,488	8,461	3,898	13,128	48.5%	21,590	15.3%	0

52 - 523501 - MILEAGE - PERSONAL VEHICLE	3,000	0	451	2,550	15.0%	2,550	15.0%	0
523505 - TRAVEL - PER DIEM	5,000	0	1,404	3,596	28.1%	3,596	28.1%	864
523701 - TRAINING & CONFERENCE FEES - E	30,000	0	8,680	21,320	28.9%	21,320	28.9%	0
523702 - TRAINING & CONFERENCE FEES - I	552	0	300	252	54.3%	252	54.3%	0
523906 - ELECTION EXPENSES	507,872	1,774	489,531	16,568	96.7%	18,341	96.4%	-1,000
52 - Purchased / Contracted Services Total	4,819,209	844,787	1,648,140	2,326,282	51.7%	3,171,069	34.2%	173,718
53 - 531101 - OPERATING SUPPLIES	305,000	88,949	42,268	173,783	43.0%	262,732	13.9%	338
531199 - FREIGHT	0	0	20	-20	0.0%	-20	0.0%	0
53 - Supplies Total	305,000	88,949	42,288	173,763	43.0%	262,712	13.9%	338
54 - 542201 - COMPUTER EQUIPMENT	40,004	21,298	5,674	13,032	67.4%	34,330	14.2%	0
542202 - COMPUTER SOFTWARE and TECHNOLO	54,996	93	48,698	6,206	88.7%	6,299	88.5%	0
542309 - OTHER EQUIPMENT > \$5,000	1,200,000	0	1,120,963	79,038	93.4%	79,038	93.4%	0
54 - Capital Outlays Total	1,295,000	21,390	1,175,334	98,276	92.4%	119,666	90.8%	0
55 - 551104 - VEHICLE MAINTENANCE CHARGE	3,364	0	0	3,364	0.0%	3,364	0.0%	0
551105 - VEHICLE REPLACEMENT CHARGE	3,048	0	1,524	1,524	50.0%	1,524	50.0%	0
551107 - VEHICLE INSURANCE CHARGE	500	0	252	248	50.4%	248	50.4%	0
551141 - VEHICLE MAINT - FUEL	600	0	1,050	-450	175.1%	-450	175.1%	0
551142 - VEHICLE MAINT - PREV MAINT	0	0	35	-35	0.0%	-35	0.0%	0
551143 - VEHICLE MAINT - REPAIRS	0	0	264	-264	0.0%	-264	0.0%	0
551144 - VEHICLE MAINT - OVERHEAD	2,095	0	1,050	1,045	50.1%	1,045	50.1%	0
55 - Interfund / Interdepartmental Charges Total	9,607	0	4,175	5,432	43.5%	5,432	43.5%	0
70 - 707009 - COUNTY PENSION ALLOCATION	215,785	0	107,892	107,893	50.0%	107,893	50.0%	0
70 - Retirement Services Total	215,785	0	107,892	107,893	50.0%	107,893	50.0%	0
Grand Total	9,277,686	1,168,331	3,944,750	4,164,605	55.1%	5,332,936	42.5%	319,762