



## MINUTES

### Floyd County Electoral Board Meeting 16 February 2023

**Call to Order:** 10:06 am

**Attending:** Brecc Avellar, Chairman  
Becky Howell, Vice Chair  
Bob Smith, Secretary  
Amy Ingram, General Registrar Floyd County  
Linda Millsaps, County Administrator

**Review and Adoption of Minutes  
for Meeting** 2 February, 2023, Adopted by Acclamation

**2024 Budget:** Review of prior years' spending and Ballot-on-Demand printer, Pollworker Salaries, Staffing needs for upcoming Election Cycle, and cost for Machine Custodians on Election week. It was decided to use the 2022 Election Cycle expenditures as a template for planning estimate of the costs for the upcoming year, and the estimated cost for the new phone system and postage funding requests were delegated to the G.R. Discussion of the expenditures for Training, Education, meals and lodging included adding audiovisual equipment to our newly acquired office space and additional furnishings, tables, chairs and a lectern. Personnel and Succession Planning considerations included a proposal to request the funding of an additional position of 2nd Deputy Registrar, position to be filled for the remainder of this fiscal year by staffing with part-time employees through June 30, 2023 with anticipation of a full time position starting July 1, 2023 by a new staffer with appropriate IT and Accounting skill sets. Also discussed were the new requirement for Pollworkers to undergo periodic Background Checks and to submit I-9 and W-2 Forms. The Board decided to request a time extension for the submission of our Budget Request until early March.

**IT and Physical Security:** Discussion of Upgrading Locks and Machine Storage Security. Also the Board considered the issue of configuring our IT as a standalone or as an integrated system with the County. The Board has been exploring the idea of working with other small localities in the area to develop a shared IT plan with common IT and Security support to mitigate cost and ensure compliance. The County Administrator felt that staying within the County's Network would better benefit the G.R. and Electoral Board as their planned upgrades would allow us to reach Security Compliance with the county as a whole. In a related area, there was discussion of the security advantages on migrating our email and comms from a 'dot-org' to a 'dot-gov' format, thus aiding us in this area.

Meeting recessed at 11:50 for lunch, and Re-convened at 12:25 both actions by acclamation

**New Office Space:** The Board and G.R. discussed the new space, particularly the idea that other departments in the Courthouse would have use of this space. The Board pointed out that we need unrestricted use of this space for Training, Meetings, Storage, and in particular, Early Voting. The Board presented the C.A. With a schedule of Elections for the upcoming Year. The C.A. Said that the schedule would be used to assure that this space would be prioritized for the Electoral Board and G.R. The Board will retain our space in the Basement for equipment storage for the foreseeable future.

**Set Next Meeting Date:** 9 March, 2:00 pm

No further business, Meeting Adjourned 1:58 pm