



# 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

---

## REGULAR BOARD MEETING Thursday, March 18, 2021, 4:00 P.M.

Camden County Government Services Complex  
2<sup>nd</sup> Floor Commissioner Chambers  
Woodbine, GA

### AGENDA

**A. CALL TO ORDER**

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPTION OF AGENDA\***

**E. APPROVAL OF MINUTES:\*** February 18, 2021 Board Meeting

**F. FINANCIAL REPORT – February Month End**

**G. PUBLIC COMMENTS** (*for Agenda Items only*)

**H. OLD BUSINESS**

1. Update on Polling Place Appreciation Framed Certificates
2. Update on Poll Worker Appreciation Certificates

**I. NEW BUSINESS**

1. Discuss Unofficial and Incomplete Summary Results of Special Election
2. Provide Update on the Georgia Voter Registration & Election Officials Proposed Conference Dates
3. Provide Update on the Relocation of the Elections Office to Kingsland
4. Dominion Voting Equipment Warranty Costs Discussion
5. FY 2021 Budget Discussion
6. Summer Intern Applicants

*Your Vote Counts*

---

**SHANNON NETTLES**  
Elections Supervisor

**DEBORAH FELIX**  
Assistant Elections Supervisor

**BARBARA HAHN**  
Member, District 1

**JANNETT BRADFORD**  
Vice-Chair, District 2

**ANTHONY KICKLIGHTER**  
Member, District 3

**JOSEPH MICHAELS**  
Member, District 4

**KYLE RAPP**  
Chair, District 5

**J. IMPORTANT UPCOMING DATES**

- 1. Board of Elections & Registration Work Session-** Thursday, March 25, 2021, 4PM  
Camden County Government Services Complex – Commissioner Chambers
- 2. Elections & Registration Regularly Scheduled Board Meeting –** Thursday,  
April 15, 2021, 4PM

**K. ADDITIONAL PUBLIC COMMENTS**

**L. ADJOURN REGULAR MEETING\***

*\*Items requiring either unanimous consent or a vote.*

*\*\*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**  
Member, District 1

**JANNETT BRADFORD**  
Vice-Chair, District 2

**ANTHONY KICKLIGHTER**  
Member, District 3

**JOSEPH MICHAELS**  
Member, District 4

**KYLE RAPP**  
Chair, District 5

**CAMDEN COUNTY, GEORGIA  
BOARD OF ELECTIONS & REGISTRATION  
REGULAR MEETING MINUTES  
FEBRUARY 18, 2021, 4:00 PM**

**Present in Person: Kyle Rapp; Dr. Jannett Bradford; Barbara Hahn, Elections Supervisor Shannon Nettles; Assistant Elections Supervisor Deborah Felix; County Clerk Katie Bishop, and both Joseph Michaels and Anthony Kicklighter joined in at approximately 4:16PM.**

**A. Call to Order**

Chair Kyle Rapp called the meeting to order at 4:00 PM.

County Clerk Katie Bishop noted that all but two members were present, Joseph Michaels and Anthony Kicklighter. Chair Rapp noted there was a quorum to proceed.

**B. Invocation**

Chair Kyle Rapp delivered the invocation.

Vice-Chair Dr. Jannett Bradford led the Pledge of Allegiance.

**C. Adoption of Agenda**

Vice-Chair Dr. Jannett Bradford made a motion, seconded by Barbara Hahn to adopt the agenda as presented.

***The motion carried unanimously.***

**D. Approval of Minutes**

Chair Kyle Rapp noted the February 4, 2021 minutes as being accepted as written, by unanimous consent.

**E. Financial Report – January Month End**

Election Supervisor Shannon Nettles gave an overview of month end financial reports and budget for the month ending January 2021.

## **F. Public Comments**

### **Linda Victory, Kingsland**

Mrs. Victory expressed her concerns regarding promoting the upcoming special election in the City of Kingsland. She suggested notices be prepared to give to local businesses to hang on doors, employee bulletin boards, the High School, and utilize public service announcements at the local Radio Stations.

### **Bill Gross, Kingsland**

Mr. Gross asked if the issues surrounding the voter challenge that was raised would be discussed at the upcoming Work Session. He stated that he understands there is a management period and a verification of the challenge. He asked would the Board be relying on the State.

### **Nelson Cummings, Kingsland**

Mr. Cummings stated that he has concerns with the comments regarding the voter challenge and would these allegations be disenfranchising voters. He urged the Board to extend hours for voting in the special election to allow those whom work full-time to be able to make it to vote. He raised concerns with those in the North End not being given the same opportunities to vote in future elections.

## **G. Old Business**

### 1. Update on pricing of Polling Place Appreciation Plaques

Barbara Hahn made a motion, seconded by Dr. Jannett Bradford to approve the use of framed appreciation certificates to be presented to Polling Place establishments, and Poll Worker Appreciation Certificates to be presented to 2020 Poll Workers.

***The motion carried unanimously.***

- ### 2. Proposed Date of Work Session- March 25, 2021, 4 P.M.\*
- Topics to be included: Voter Challenges, Signature Verification Process, and District 1 Polling Places.

Dr. Jannett Bradford made a motion, seconded by Barbara Hahn to approve the date of March 25, 2021 at 4:00 PM for the Board of Elections and Registration Work Session.

***The motion carried unanimously.***

**Chair Kyle Rapp called for a recess of at 4:16 PM to allow Judge Robert C. Sweatt, Jr. to swear in new member Anthony Kicklighter, District 3. (Barbara Hahn, District 1 returning Board Member, had previously been reinstated prior to the start of the meeting where she was sworn in by Judge Sweatt.)**

**Chair Kyle Rapp called the meeting back to order at 4:20 PM. Both Joseph Michaels and Anthony Kicklighter joined the meeting.**

3. Update on Contract with an Election Equipment Technician

***No official action taken regarding this item.***

## **H. New Business**

1. Discussion of ideas to promote the upcoming City of Kingsland Special Election

Elections Supervisor Shannon Nettles gave the Board an update of ways the City of Kingsland is promoting the upcoming Special Election for the vacant Council seat.

***After discussion by the Board, no official action taken regarding this item.***

2. Discussion on the Nomination Process for Chair & Vice-Chair

Chair Kyle Rapp gave an explanation for the recent confusion surrounding the seating of the Chair and Vice-Chair of the Board of Elections and Registration. He explained that according to Roberts Rules of order a second to the motion is not needed for nomination of Chair and Vice-Chair. He asked the other members if they would like to leave it the way it is or redo the nominations.

After a brief discussion the consensus was to leave the nominations as standing.

***No official action taken regarding this item.***

## **I. Important Upcoming Dates**

1. Earliest day for Registrar to mail an Absentee Ballot for March Special Election - **February 22, 2021**
2. Advanced (Absentee In-Person) voting begins for March Special Election – **February 22, 2021 (At the Camden County Annex)**
3. March Special Election, City of Kingsland Council Seat #3 – **March 16, 2021**
4. Board of Elections & Registration Meeting- **Thursday, March 18, 4PM**
5. Board of Elections & Registration Work Session- **Thursday, March 25, 4PM**

**No official action required regarding these items.**

**J. Additional Public Comments**

**Linda Victory, Kingsland**

Mrs. Victory expressed her concerns with no Saturday voting in the upcoming special election in Kingsland. She urged the Board to speak with the City of Kingsland and encourage them to allow the Saturday voting.

**Shante Gibbs, Kingsland**

Ms. Gibbs expressed her concerns with not allowing Saturday voting and referenced the recent issues surrounding Saturday voting for residents of the rural north end of the County. She explained that although absentee ballots are available there are still some that are not comfortable with voting in that manner, as well as those whom work full-time and utilize Saturday voting as the only time available.

**Nelson Cummings, Kingsland**

Mr. Cummings stated that he has concerns with the disenfranchising of voters. He asked who sends out the absentee ballots and when are they sent out to voters.

**K. Adjournment**

Chair Kyle Rapp adjourned the meeting at 4:55 PM with unanimous consent.

By: \_\_\_\_\_  
Kyle Rapp, Chair

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



# My Budget Report

## Account Summary

For Fiscal: 2020-2021 Period Ending: 02/28/2021

		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	8,738.28	77,091.17	0.00	54,698.83	58.50 %
<a href="#">100-5-1400-511102</a>	SALARIES-SELLBACK LEAVE	0.00	0.00	0.00	720.00	0.00	-720.00	0.00 %
<a href="#">100-5-1400-511200</a>	SALARIES - POLL WORKERS	40,000.00	145,000.00	2,806.50	141,821.30	0.00	3,178.70	97.81 %
<a href="#">100-5-1400-511300</a>	OVERTIME	0.00	16,000.00	0.00	16,483.95	0.00	-483.95	103.02 %
<a href="#">100-5-1400-511600</a>	SALARIES - MONTHLY	0.00	0.00	0.00	500.00	0.00	-500.00	0.00 %
<a href="#">100-5-1400-512200</a>	SOCIAL SECURITY TAXES	14,983.00	17,483.00	1,000.17	16,414.54	0.00	1,068.46	93.89 %
<a href="#">100-5-1400-512400</a>	RETIREMENT	3,097.00	3,097.00	262.16	2,313.99	0.00	783.01	74.72 %
<a href="#">100-5-1400-512403</a>	RETIREMENT: COUNTY MATCH	6,150.00	6,150.00	419.30	3,657.96	0.00	2,492.04	59.48 %
<b>Expense Total:</b>		<b>196,020.00</b>	<b>319,520.00</b>	<b>13,226.41</b>	<b>259,002.91</b>	<b>0.00</b>	<b>60,517.09</b>	<b>81.06 %</b>
<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>		<b>196,020.00</b>	<b>319,520.00</b>	<b>13,226.41</b>	<b>259,002.91</b>	<b>0.00</b>	<b>60,517.09</b>	<b>81.06 %</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	-50.00	1,900.00	0.00	3,100.00	38.00 %
<a href="#">100-5-1400-521203</a>	DRUG SCREEN/BACKGROUND CK	0.00	0.00	0.00	45.00	0.00	-45.00	0.00 %
<a href="#">100-5-1400-521254</a>	CONTRACT SERVICES - ADMIN	2,500.00	2,500.00	0.00	1,500.00	0.00	1,000.00	60.00 %
<a href="#">100-5-1400-521335</a>	C/S-ANNUAL SOFTWARE MAINT.	0.00	0.00	1,440.00	1,440.00	0.00	-1,440.00	0.00 %
<a href="#">100-5-1400-522100</a>	JANITORIAL - CONTRACTS	3,500.00	3,500.00	133.92	1,126.92	0.00	2,373.08	32.20 %
<a href="#">100-5-1400-522202</a>	REP & MT OFF EQUIPMENT	1,000.00	1,000.00	94.79	388.33	0.00	611.67	38.83 %
<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	127.28	1,329.12	0.00	420.88	75.95 %
<a href="#">100-5-1400-523201</a>	CELL PHONES	1,500.00	1,500.00	173.28	1,383.16	0.00	116.84	92.21 %
<a href="#">100-5-1400-523300</a>	ADVERTISING & PUBLISHING	3,500.00	3,500.00	0.00	2,095.77	0.00	1,404.23	59.88 %
<a href="#">100-5-1400-523400</a>	PRINTING	25,000.00	15,000.00	194.81	9,147.43	0.00	5,852.57	60.98 %
<a href="#">100-5-1400-523500</a>	TRAVEL	3,750.00	3,750.00	302.18	650.88	0.00	3,099.12	17.36 %
<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	3,000.00	2,000.00	4,575.76	0.00	-1,575.76	152.53 %
<b>Expense Total:</b>		<b>82,000.00</b>	<b>45,000.00</b>	<b>4,416.26</b>	<b>25,582.37</b>	<b>0.00</b>	<b>19,417.63</b>	<b>56.85 %</b>
<b>Class: 52 - CONTRACTED SERVICES Total:</b>		<b>82,000.00</b>	<b>45,000.00</b>	<b>4,416.26</b>	<b>25,582.37</b>	<b>0.00</b>	<b>19,417.63</b>	<b>56.85 %</b>
<b>Class: 53 - SUPPLIES</b>								
<b>Expense</b>								
<a href="#">100-5-1400-531100</a>	OFFICE SUPPLIES	4,000.00	4,000.00	22.56	1,416.12	0.00	2,583.88	35.40 %

My Budget Report

For Fiscal: 2020-2021 Period Ending: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-5-1400-531101</a>	MINOR OPERATING \$0 - \$499	1,500.00	1,500.00	9.75	718.42	0.00	781.58	47.89 %
<a href="#">100-5-1400-531102</a>	POSTAGE	15,000.00	15,000.00	637.04	6,731.58	0.00	8,268.42	44.88 %
<a href="#">100-5-1400-531103</a>	COMPUTER SUPPLIES	2,500.00	2,500.00	0.00	7,676.06	0.00	-5,176.06	307.04 %
<a href="#">100-5-1400-531104</a>	JANITORIAL SUPPLIES	850.00	850.00	0.00	114.23	0.00	735.77	13.44 %
<a href="#">100-5-1400-531110</a>	MISCELLANEOUS	0.00	0.00	0.00	32.98	0.00	-32.98	0.00 %
<a href="#">100-5-1400-531118</a>	ELECTION SUPPLIES	1,500.00	1,500.00	294.85	1,081.45	0.00	418.55	72.10 %
<a href="#">100-5-1400-531210</a>	WATER & SEWER	200.00	200.00	4.93	106.60	0.00	93.40	53.30 %
<a href="#">100-5-1400-531230</a>	ELECTRIC	7,500.00	7,500.00	273.31	2,244.19	0.00	5,255.81	29.92 %
<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	273.64	1,141.20	0.00	-641.20	228.24 %
<a href="#">100-5-1400-531601</a>	COMPUTERS \$500 - \$4,999	1,000.00	1,000.00	0.00	807.54	0.00	192.46	80.75 %
<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>1,516.08</b>	<b>22,070.37</b>	<b>0.00</b>	<b>13,429.63</b>	<b>62.17 %</b>
	<b>Class: 53 - SUPPLIES Total:</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>1,516.08</b>	<b>22,070.37</b>	<b>0.00</b>	<b>13,429.63</b>	<b>62.17 %</b>
	<b>Report Total:</b>	<b>313,520.00</b>	<b>400,020.00</b>	<b>19,158.75</b>	<b>306,655.65</b>	<b>0.00</b>	<b>93,364.35</b>	<b>76.66 %</b>



**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	319,520.00	13,226.41	259,002.91	0.00	60,517.09	81.06 %
<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>	<b>196,020.00</b>	<b>319,520.00</b>	<b>13,226.41</b>	<b>259,002.91</b>	<b>0.00</b>	<b>60,517.09</b>	<b>81.06 %</b>
<b>Class: 52 - CONTRACTED SERVICES</b>							
Expense	82,000.00	45,000.00	4,416.26	25,582.37	0.00	19,417.63	56.85 %
<b>Class: 52 - CONTRACTED SERVICES Total:</b>	<b>82,000.00</b>	<b>45,000.00</b>	<b>4,416.26</b>	<b>25,582.37</b>	<b>0.00</b>	<b>19,417.63</b>	<b>56.85 %</b>
<b>Class: 53 - SUPPLIES</b>							
Expense	35,500.00	35,500.00	1,516.08	22,070.37	0.00	13,429.63	62.17 %
<b>Class: 53 - SUPPLIES Total:</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>1,516.08</b>	<b>22,070.37</b>	<b>0.00</b>	<b>13,429.63</b>	<b>62.17 %</b>
<b>Report Total:</b>	<b>313,520.00</b>	<b>400,020.00</b>	<b>19,158.75</b>	<b>306,655.65</b>	<b>0.00</b>	<b>93,364.35</b>	<b>76.66 %</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	400,020.00	19,158.75	306,655.65	0.00	93,364.35	76.66 %
<b>Report Total:</b>	<b>313,520.00</b>	<b>400,020.00</b>	<b>19,158.75</b>	<b>306,655.65</b>	<b>0.00</b>	<b>93,364.35</b>	<b>76.66 %</b>



# Georgia Budgetary Warranty Pricing

ImageCast X Ballot Marking Device Warranty (ICX-BMD)*	:	
*Enhanced Warranty option includes one toner cartridge annually	:	\$136.00 per unit
<hr/>		
ImageCast Precinct Warranty (ICP)	:	\$146.00 per unit
<hr/>		
ImageCast Central Warranty (ICC)	:	\$1,200.00 per unit
<hr/>		
Mobile Ballot Printer Kit #2 Warranty (MBP)	:	\$375.00 per unit
<hr/>		



# Board of County Commissioners

P.O. Box 99/200 East 4<sup>th</sup> Street • Woodbine, Georgia 31569

Phone: (912) 576-7125 • Fax: (912) 576-1866 • [www.camdencountyga.gov](http://www.camdencountyga.gov)

## Department of Finance & Budget

**TO:** All Department Heads and Constitutional Officers

**FROM:** Nancy Gonzalez, Chief Financial Officer

**DATE:** March 5, 2021

**CC:** Steve Howard, County Administrator  
Shawn Boatright, Deputy County Administrator  
Janice Beckham, Finance Director

**RE:** **FY2022 Budget Preparation**

It's that time of year again to begin planning the Fiscal Year 2022 budget. A kickoff meeting is scheduled for Wednesday, March 10, 2021 at 2:00 p.m. via Webex. I'll be sending you an invitation with a link to the meeting.

Budget requests are due in the finance office by March 31, 2021. To assist you in planning your budget, Janice will be sending you a current salary schedule and last year's performance measures. If there have been changes to your department's organizational chart, let Janice know and she will send you last years for updating.

Salary projections are to be calculated for all filled and vacant positions and submitted with your request. For the salary and benefit budget items:

- Use current salaries and benefits plus budget for a 0%-2% increase in salaries for those employees with an anniversary date between now and June 30<sup>th</sup>. All other employees should have received an evaluation review and salary increase, if merited. The commissioners will determine the FY2022 merit increase percentage during the budget process. A contingency line is budgeted on special appropriations for evaluation increases based on the amount the commissioners set.
- Add APPROVED, vacant positions to the salary schedule and identify clearly.
- Add NEW position requests to the salary schedule and identify clearly.
- If requesting a new position, complete the attached position request form and include it with your budget submission.

Some additional points to keep in mind as you are working on your budget are:

- Justify each budget line, i.e., historic costs for utilities, annual software maintenance and renewals identified, annual costs for other contracted services identified, estimated supply expenses, etc.
- Incorporate strategic goals in your budget.
- Keep program efficiency and necessity in mind rather than "we've always done it this way."
- Do the right thing with the right amount.

*"Award-Winning Government"*

STEVE L. HOWARD  
County Administrator

JOHN S. MYERS  
County Attorney

LANNIE E. BRANT  
Commissioner, District 1

CHUCK CLARK  
Commissioner, District 2

TREVOR READDICK  
Commissioner, District 3

GARY BLOUNT  
Commissioner, District 4

BEN L. CASEY  
Commissioner, District 5

This year there will be a budget committee comprised of two commissioners, Shawn, and myself. The committee will meet with all departments and offices. At the meeting you or your representative will present your budget request. The budget committee is meant to streamline the budget process and to offer an opportunity for open and productive discussion about your budget. All budgets will be reviewed based on justification and whether operations are mandated to be provided in accordance with State or Federal laws first and then reviewed for operational efficiency.

Please include the following in your budget submission and send to Janice at [jbeckham@co.camden.ga.us](mailto:jbeckham@co.camden.ga.us):

- 1) FY2022 budget request (EXCEL FORMAT)
- 2) Salary & benefit expense spreadsheet to include approved positions that are currently vacant and any new position requests (EXCEL FORMAT)
- 3) Performance measures (EXCEL FORMAT)
- 4) Organization chart, only if it has, or is expected/proposed to be changed (WORD FORMAT)
- 5) 5-year projection of Capital equipment and/or projects (EXCEL FORMAT)
- 6) Position Request Form, if needed.

Attached is the budget calendar, new position request form, and capital expenditure request form.

Thank you for your cooperation and participation in this year's budget process!

---

*"Award-Winning Government"*

---

STEVE L. HOWARD  
County Administrator

JOHN S. MYERS  
County Attorney

LANNIE E. BRANT  
Commissioner, District 1

CHUCK CLARK  
Commissioner, District 2

TREVOR READDICK  
Commissioner, District 3

GARY BLOUNT  
Commissioner, District 4

BEN L. CASEY  
Commissioner, District 5