



# 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

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## REGULAR BOARD MEETING

### Thursday, April 21, 2022, 4:00 P.M.

#### Camden County Government Services Complex

#### 2<sup>nd</sup> Floor Commissioner Chambers

#### Woodbine, Georgia

## AGENDA

### A. OPENING CEREMONIES

- Invocation delivered by Chair Kyle Rapp
- Pledge of Allegiance led by Dr. Jannett Bradford

### B. ADOPTION OF AGENDA\*

**C. APPROVAL OF MINUTES:** March 17 Regular Board Meeting and March 29, 2022 Special Called Board Meeting\*

**D. PUBLIC COMMENTS** –Comments regarding items featured on the Agenda

**E. FINANCIAL REPORT** –March Month End

### F. OLD BUSINESS

1. Discussion/update regarding the Strategic Plan\*\*

### G. NEW BUSINESS

### H. ELECTION SUPERVISOR UPDATE

### I. IMPORTANT UPCOMING DATES

1. Voter Registration Deadline for May General Primary – **Monday, April 25, 2022**
2. Advance Voting Begins for General Primary – **Monday, May 2, 2022**

### ***Your Vote Counts***

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**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

- 3. BoER Regular Scheduled Meeting – **Thursday, May 19, 2022**
- 4. May General Primary – **Monday, May 24, 2022**
- 5. Memorial Day Holiday – **Monday, May 30, 2022** (All County Offices will be closed)

**J. ADDITIONAL PUBLIC COMMENTS**

**K. 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.*

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***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  
MARCH 17, 2022, 4:00 PM**

**In Person Attendance:** Kyle Rapp; Joseph Michaels; Barbara Hahn; Dr. Jannett Bradford Elections Supervisor Shannon Nettles; Assistant Elections Supervisor Deborah Felix; Elections Assistant Sandra Rayson, and County Clerk Katie Bishop.

**A. Call to Order**

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

County Clerk Katie Bishop noted Anthony Kicklighter was absent.

Chair Kyle Rapp delivered the invocation.

Barbara Hahn led the Pledge of Allegiance.

**B. Adoption of Agenda**

Chair Kyle Rapp noted, after receiving no objections from the Board Members, that the agenda was adopted as written.

**C. Approval of Minutes**

Chair Kyle Rapp noted, after receiving no objections from the Board Members, that the January 20 Regular Board Meeting minutes and February 11, 2022 Special Called Board Meeting minutes were approved as presented.

**D. Public Comments**

**Sonya Walker, Waverly**

Ms. Walker stated that on behalf of the NAACP Camden County Branch, Unit #5177, she would like to commend you for your due diligence in looking for a more suitable polling place in Tarboro. She gave the Board some history surrounding the new location of the Tarboro AME Church. She asked the board with the moving of the polling place prior to the recent election, why is the location not on the agenda.

## **E. FINANCIAL REPORT –**

Election Supervisor Shannon Nettles delivered an overview of the February month end financial report to the Board.

At this time, let the record reflect that member Anthony Kicklighter is present at 4:07 PM.

## **F. Old Business**

1. Discussion/update regarding the Strategic Plan

Vice-Chair Dr. Jannett Bradford made a motion, seconded by Joseph Michaels to postpone this item until the April BoER scheduled meeting.

***The motion carried unanimously.***

2. Update regarding Redistricting

Elections Supervisor Shannon Nettles gave an update regarding the status of Redistricting during this time.

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

3. Approval of the new Tarboro Polling location at Brown Chapel African Methodist Episcopal (AME) Church, 334 New Post Road, White Oak, GA 31568

Anthony Kicklighter made a motion, seconded by Joseph Michaels to approve the new Tarboro Polling location at Brown Chapel African Methodist Episcopal (AME) Church, 334 New Post Road, White Oak, GA 31568

***The motion carried unanimously.***

## **G. New Business**

1. Preliminary Lessons Learned from the March 8 Special Election

***After discussion amongst staff and the Board, no official action was taken regarding this item.***

2. Fiscal Year 2023 Budget input from Board

***After discussion amongst staff and the Board, no official action was taken regarding this item.***

3. Discussion about participating in the NAACP Community Day on April 9th

Vice-Chair Dr. Jannett Bradford made a motion, seconded by Joseph Michaels to participate in the NAACP Community Day on April 9, 2022 from 11:00 AM – 2:00 PM located at the Camden County Public Service Authority.

***The motion carried unanimously.***

4. Election Supervisor Update

At this time Elections Supervisor Shannon Nettles presented an update regarding the Office of Elections and Registration.

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

## **H. Important Upcoming Dates**

Chairman Kyle Rapp announced the following upcoming dates:

1. Ga. Voter Registration & Election Officials (GAVREO) - **March 20-23, 2022, Athens**
2. Live Launch of the new Georgia Registered Voter Information System (GARVIS) – **March 30, 2022**
3. NAACP Community Day – **April 9, 2022**
4. Good Friday Holiday (All County Offices Closed) – **April 15, 2022**
5. BoER Meeting – **April 21, 2022**
6. Voter Registration Deadline – **April 25, 2022\***
7. Advance Voting Begins for General Primary – **May 2, 2022**

\*Deadline is for May General Primary.

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

Elections Supervisor Shannon Nettles reminded the Board that Advanced Voting Dates need to be set.

Chair Kyle Rapp stated that a Special Called Meeting will need to set to discuss and take action on the Advanced Voting Dates.

## **I. Additional Public Comments**

### **June Maxwell, Harrietts Bluff**

Ms. Maxwell commended staff for exemplary way the Special Election was held. She urged the Board to place additional signage at advanced precinct locations. She mentioned difficulty in using the app for registering to vote and suggested that the Camden County Sheriff's Office could utilize the program they have to check on elderly residents to remind and assist them with transportation options to the polls. She explained that lots of people don't have the internet and urged the Board to find new ways to relay information to those people.

## **J. Adjournment**

Chair Kyle Rapp, after receiving no objections from the Board Members, adjourned the meeting at 5:13 PM.

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

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

**CAMDEN COUNTY, GEORGIA  
BOARD OF ELECTIONS & REGISTRATION  
CALLED MEETING MINUTES  
CAMDEN COUNTY ANNEX BUILDING, KINGSLAND  
MARCH 29, 2022, 6:00 PM**

**In Person Attendance:** Kyle Rapp; Barbara Hahn; Joseph Michaels; Elections Supervisor Shannon Nettles; Elections Assistant Sandra Rayson. **Absent:** Anthony Kicklighter; Dr. Jannett Bradford.

**A. Opening Ceremonies**

Chair Kyle Rapp called the meeting to order at 6:00 p.m.

Chair Rapp noted that all members were present, except for Anthony Kicklighter and Dr. Jannett Bradford. Chair Rapp also noted the threshold for a quorum is met.

Chair Rapp delivered the invocation.

Joseph Michaels led the Pledge of Allegiance.

**B. Adoption of Agenda**

Chair Rapp noted, after receiving no objections from the Board Members, that the agenda was adopted as written.

**C. Public Comments**

- **Linda Victory (Kingsland)** requested that full agenda packages be made available to the public instead of just being available in the Public Agenda Book at the meeting. Ms. Victory also discussed the need to expand the number of Advance Voting sites instead of concentrating on the County Annex Building.
- **Sandra Burch (St. Marys)** would like to know how many Advance Voting sites and dates the County had prior to this election and what was the basis of the decision to approve the current schedule. She thinks all locations should be open at all times.

## **D. New Business**

### 1. Consideration of Advance Voting Dates & Location for the May General Primary

Chair Kyle Rapp reviewed the Motion Summary Sheet regarding this topic (See Attachment #1). He stated that the Board of Elections & Registration (BoER) has found that the Kingsland Annex Advance Voting Site is the site most used by the Voters. Elections Supervisor Shannon Nettles added that one of the hurdles to overcome in adding additional Advance Voting Sites was not having enough Poll Workers to man the additional sites. Also, Absentee Ballots by Mail are available to all voters and no reason or explanans are required. The BoER will participate in a job fair at the Recreation Department in the hopes of attracting new Poll Workers. Board Member Joseph Michaels stated that since Early Voting started the Board Members and Staff have worked very hard to increase our efforts to provide sufficient opportunities for Voters. The Board will revisit this agenda item before the November election. Motion made by Joseph Michaels, seconded by Barbara Hahn, to accept the Advance Voting Dates and Location Schedule as presented. Voting was as follows: Yes -Hahn, Michaels & Chair Rapp. Nays – None. Abstentions – None.

***The motion was approved.***

### 2. FY23 Budget Input

Elections Supervisor Nettles discussed the Pending FY23 Budget:

- Includes a new Full Time Equipment Technician position to maintain all Election Equipment, handle Election Night Reporting, etc.
- Poll Worker line item will be adjusted to reflect increased Pay and Reimbursement amounts.
- Absentee Ballots budget has been increased to reflect the rising costs of postage.
- Includes new Equipment such as rolling cages to help store and distribute Election Equipment more efficiently.
- More Flags and Festoons will be purchased to help identify Poll Locations on Election Days.



## E. Important Upcoming Dates

Chairman Kyle Rapp announced the following upcoming dates:

1. Live Launch of the new Georgia Registered Voter Information System (GARViS) – **Moved to April 1, 2022**
2. NAACP Community Day – **April 9, 2022**
3. Good Friday Holiday (All County Offices Closed) – **April 15, 2022**
4. BoER Meeting – **April 21, 2022**
5. Voter Registration Deadline – **April 25, 2022**<sup>^</sup>
6. Advance Voting Begins for General Primary – **May 2, 2022**
7. May General Primary Election – **May 24, 2022**  
**<sup>^</sup>Deadline is for May General Primary.**

## F. Additional Public Comments

- Timothy Bessent, Sr. (Woodbine) discussed other ways to obtaining a full time position and that proposed increases to the Poll Worker salaries and reimbursements were too low.
- Linda Victory (Kingsland) discussed the need for additional Poll Workers. She would like to see the Advance Voting Sites stay open later than 5:00 p.m. and 6:00 p.m. These times don't accommodate working Voters who may not get off work before 5:00 p.m. She suggested 12 Noon to 8 p.m.
- Kelvin Blue (Kingsland) discussed the responsibility for hiring and training Poll Workers. Offered to help recruit new Poll Workers.
- Sandy Burch (St. Marys) asked why Ballot Questions are separated by Party and why the Board does not include a designated representative of each Party? Ms. Burch also asked about the procedure for calling a Special Meeting.

## G. Adjournment

Chair Kyle Rapp, after receiving no objections from the Board Members, adjourned the meeting at 6:50 p.m.

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

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



# EOM Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		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	137,148.00	137,148.00	8,920.08	83,525.86	0.00	53,622.14	60.90 %
<a href="#">100-5-1400-511200</a>	SALARIES - POLL WORKERS & PT	55,000.00	55,000.00	18,683.90	38,212.42	0.00	16,787.58	69.48 %
<a href="#">100-5-1400-511300</a>	OVERTIME	0.00	0.00	975.35	1,247.23	0.00	-1,247.23	0.00 %
<a href="#">100-5-1400-511600</a>	SALARIES - MONTHLY	4,000.00	4,000.00	550.00	3,000.00	0.00	1,000.00	75.00 %
<a href="#">100-5-1400-512200</a>	SOCIAL SECURITY TAXES	11,800.00	11,800.00	1,082.44	8,457.41	0.00	3,342.59	71.67 %
<a href="#">100-5-1400-512400</a>	RETIREMENT	3,220.00	3,220.00	272.40	2,645.82	0.00	574.18	82.17 %
<a href="#">100-5-1400-512403</a>	RETIREMENT: COUNTY MATCH	6,300.00	6,300.00	437.12	4,233.84	0.00	2,066.16	67.20 %
	<b>Expense Total:</b>	<b>217,468.00</b>	<b>217,468.00</b>	<b>30,921.29</b>	<b>141,322.58</b>	<b>0.00</b>	<b>76,145.42</b>	<b>64.99 %</b>
	<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>	<b>217,468.00</b>	<b>217,468.00</b>	<b>30,921.29</b>	<b>141,322.58</b>	<b>0.00</b>	<b>76,145.42</b>	<b>64.99 %</b>
<b>Class: 52 - CONTRACTED SERVICES</b>								
<b>Expense</b>								
<a href="#">100-5-1400-521254</a>	CONTRACT SERVICES - ADMIN	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	100.00 %
<a href="#">100-5-1400-522100</a>	JANITORIAL - CONTRACTS	3,700.00	3,700.00	468.18	3,153.16	0.00	546.84	85.22 %
<a href="#">100-5-1400-522202</a>	REP & MT OFF EQUIPMENT	29,000.00	29,000.00	117.60	28,260.76	0.00	739.24	97.45 %
<a href="#">100-5-1400-523200</a>	TELEPHONE	1,750.00	1,750.00	125.17	1,134.69	0.00	615.31	64.84 %
<a href="#">100-5-1400-523201</a>	CELL PHONES	1,500.00	1,500.00	155.67	981.21	0.00	518.79	65.41 %
<a href="#">100-5-1400-523300</a>	ADVERTISING & PUBLISHING	2,000.00	2,000.00	1,055.50	1,210.46	0.00	789.54	60.52 %
<a href="#">100-5-1400-523400</a>	PRINTING	3,500.00	3,500.00	155.00	1,675.41	0.00	1,824.59	47.87 %
<a href="#">100-5-1400-523500</a>	TRAVEL	2,500.00	2,500.00	192.86	2,043.72	0.00	456.28	81.75 %
<a href="#">100-5-1400-523600</a>	DUES & SUBSCRIPTIONS	750.00	750.00	0.00	360.00	0.00	390.00	48.00 %
<a href="#">100-5-1400-523700</a>	EDUCATION & TRAINING	5,000.00	5,000.00	2,800.00	4,932.67	0.00	67.33	98.65 %
<a href="#">100-5-1400-523901</a>	ELECTION EMPLOYEES	750.00	750.00	823.00	898.29	0.00	-148.29	119.77 %
	<b>Expense Total:</b>	<b>51,950.00</b>	<b>51,950.00</b>	<b>5,892.98</b>	<b>46,150.37</b>	<b>0.00</b>	<b>5,799.63</b>	<b>88.84 %</b>
	<b>Class: 52 - CONTRACTED SERVICES Total:</b>	<b>51,950.00</b>	<b>51,950.00</b>	<b>5,892.98</b>	<b>46,150.37</b>	<b>0.00</b>	<b>5,799.63</b>	<b>88.84 %</b>
<b>Class: 53 - SUPPLIES</b>								
<b>Expense</b>								
<a href="#">100-5-1400-531100</a>	OFFICE SUPPLIES	3,500.00	3,500.00	0.00	375.52	0.00	3,124.48	10.73 %
<a href="#">100-5-1400-531101</a>	MINOR OPERATING \$0 - \$499	1,750.00	1,750.00	295.73	432.72	0.00	1,317.28	24.73 %
<a href="#">100-5-1400-531102</a>	POSTAGE	10,000.00	10,000.00	57.18	5,669.20	0.00	4,330.80	56.69 %
<a href="#">100-5-1400-531103</a>	COMPUTER SUPPLIES	3,500.00	3,500.00	0.00	2,593.58	0.00	906.42	74.10 %
<a href="#">100-5-1400-531104</a>	JANITORIAL SUPPLIES	300.00	300.00	0.00	243.00	0.00	57.00	81.00 %
<a href="#">100-5-1400-531118</a>	ELECTION SUPPLIES	2,000.00	2,000.00	28.59	79.69	0.00	1,920.31	3.98 %

EOM Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">100-5-1400-531210</a>	WATER & SEWER	200.00	200.00	23.74	172.33	0.00	27.67	86.17 %
<a href="#">100-5-1400-531230</a>	ELECTRIC	7,500.00	7,500.00	264.43	2,472.08	0.00	5,027.92	32.96 %
<a href="#">100-5-1400-531270</a>	FUEL	500.00	500.00	0.00	82.20	0.00	417.80	16.44 %
<a href="#">100-5-1400-531300</a>	OTHER SUPPLIES	500.00	500.00	110.17	198.17	0.00	301.83	39.63 %
<a href="#">100-5-1400-531601</a>	COMPUTERS \$500 - \$4,999	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<a href="#">100-5-1400-531603</a>	FURNITURE \$500 - \$4,999	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00 %
	<b>Expense Total:</b>	<b>33,750.00</b>	<b>33,750.00</b>	<b>779.84</b>	<b>12,318.49</b>	<b>0.00</b>	<b>21,431.51</b>	<b>36.50 %</b>
	<b>Class: 53 - SUPPLIES Total:</b>	<b>33,750.00</b>	<b>33,750.00</b>	<b>779.84</b>	<b>12,318.49</b>	<b>0.00</b>	<b>21,431.51</b>	<b>36.50 %</b>
	<b>Report Total:</b>	<b>303,168.00</b>	<b>303,168.00</b>	<b>37,594.11</b>	<b>199,791.44</b>	<b>0.00</b>	<b>103,376.56</b>	<b>65.90 %</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	217,468.00	217,468.00	30,921.29	141,322.58	0.00	76,145.42	64.99 %
<b>Class: 51 - SALARIES &amp; BENEFITS Total:</b>	<b>217,468.00</b>	<b>217,468.00</b>	<b>30,921.29</b>	<b>141,322.58</b>	<b>0.00</b>	<b>76,145.42</b>	<b>64.99 %</b>
<b>Class: 52 - CONTRACTED SERVICES</b>							
Expense	51,950.00	51,950.00	5,892.98	46,150.37	0.00	5,799.63	88.84 %
<b>Class: 52 - CONTRACTED SERVICES Total:</b>	<b>51,950.00</b>	<b>51,950.00</b>	<b>5,892.98</b>	<b>46,150.37</b>	<b>0.00</b>	<b>5,799.63</b>	<b>88.84 %</b>
<b>Class: 53 - SUPPLIES</b>							
Expense	33,750.00	33,750.00	779.84	12,318.49	0.00	21,431.51	36.50 %
<b>Class: 53 - SUPPLIES Total:</b>	<b>33,750.00</b>	<b>33,750.00</b>	<b>779.84</b>	<b>12,318.49</b>	<b>0.00</b>	<b>21,431.51</b>	<b>36.50 %</b>
<b>Report Total:</b>	<b>303,168.00</b>	<b>303,168.00</b>	<b>37,594.11</b>	<b>199,791.44</b>	<b>0.00</b>	<b>103,376.56</b>	<b>65.90 %</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	303,168.00	303,168.00	37,594.11	199,791.44	0.00	103,376.56	65.90 %
<b>Report Total:</b>	<b>303,168.00</b>	<b>303,168.00</b>	<b>37,594.11</b>	<b>199,791.44</b>	<b>0.00</b>	<b>103,376.56</b>	<b>65.90 %</b>

*Camden County Board of Elections  
Strategic Plan  
FY2022 – FY2026*

**Mission**

The Camden County Board of Elections and Registration conducts local, state, and federal elections in a fair and impartial manner to safeguard the integrity of the electoral process.

**Vision**

The Camden County Board of Elections and Registration strives to become the State of Georgia model for conducting elections with non-partisan community-wide involvement.

**Values**

Respect, Integrity and Nonpartisanship

DRAFT

**Camden County Board of Elections  
Strategic Plan  
FY2022 – FY2026**

**Goal 1**

**Conduct local, state, and federal elections in compliance with applicable guidance.**

***Objective 1.1***

Maintain awareness of current local, state, and federal laws, regulations, and guidance that govern elections in Camden County.

**Strategy 1.1.1.** Each Board of Elections and Registration (BoER) member possesses the most current version of *Georgia Election Code Annotated Title 21* as excerpted from the current *Official Code of Georgia Annotated* (O.G.C.A.), hereafter referred to as O.G.C.A.

**Strategy 1.1.2.** Each BoER member has the most current version of *O.G.C.A.* in his/her possession for ready access on each Election Day in Camden County.

**Strategy 1.1.3.** Each BoER member subscribes to at least one state or federal non-partisan digital elections resource (e.g., discussion board, legislative alerts, training site, etc.) and, as appropriate, submits highlights in writing to the Elections Supervisor for inclusion in the monthly BoER Meeting Packet.

**Strategy 1.1.4.** Each BoER member will choose an O.G.C.A. Section to briefly summarize at a monthly BoER regular meeting with particular emphasis on BoER responsibilities as outlined in the Section briefed.

***Objective 1.2***

Maintain written and/or graphic descriptions of County Districts, Precincts, and Polling Locations with an overlay of city boundaries.

**Strategy 1.2.1.** Each BoER member will retain a copy of the written and/or graphic description of the precincts and polling locations in his/her County District for reference outside of BoER regular meetings.

**Strategy 1.2.2.** Elections Supervisor will ensure a written and/or graphic description of precincts and polling locations in each County District is visible during normal office hours of the Elections Office. The information may be provided electronically, such as via an electronic board.

**Strategy 1.2.3.** Elections Supervisor will maintain a written and/or graphic description of precincts and polling locations in each County District online, accessible via the BoER website.

***Objective 1.3***

Maintain oversight of the administrative processes necessary to conduct an election.

**Strategy 1.3.1.** Elections Supervisor will provide a current summary of administrative processes to be executed during an Elections Cycle to BoER members no later than the first day of Early Voting.

**Strategy 1.3.2.** Each BoER member will develop and maintain a level of proficiency roughly equivalent to that of a Poll Manager for elections administrative processes.

**Strategy 1.3.3.** Each BoER member will annotate best practices and/or opportunities for improvement for his/her assigned administrative processes for subsequent discussion with the Elections Supervisor during a post-Elections Cycle BoER Working Meeting.

*Camden County Board of Elections  
Strategic Plan  
FY2022 – FY2026*

**Goal 2**

**Maintain oversight of training processes for Election Officials, defined as BoER members, BoER staff, and poll managers.**

**Commented [KR1]:** Should be "Election" staff vice BoER

**Objective 2.1**

Ensure availability of a current handbook for Election Officials.

**Strategy 2.1.1.** Elections Supervisor will assemble items to be available in an Elections Officials Handbook for which the BoER member assumes responsibility throughout his/her Board tenure. Elections Supervisor will disseminate updated materials as necessary.

**Objective 2.2**

Ensure periodic training events are made available relevant to the duties to be performed and annotate proficiency for Elections Officials.

**Strategy 2.2.1.** Elections Supervisor will identify the topics for inclusion in each session of training for Elections Officials, poll workers, and poll watchers prior to an election.

**Commented [KR2]:** Need to remove The Political Parties are responsible for training poll watchers.

**Strategy 2.2.2.** BoER members will attend at least one Elections Officials or poll worker training prior to each election.

**Strategy 2.2.3.** During training events, BoER members will observe performance of Election Officials, poll workers, and poll watchers and provide constructive, unbiased assessments to Elections Supervisor and recommend remedial training or task reassignment for repeated occurrences of noncompliance with training instructions.

**Objective 2.3**

Provide opportunities for Election Officials to attend local, state, and/or federally sponsored elections training through virtual and in-person meetings, conferences, and/or other training events.

**Strategy 2.3.1.** With at least 30 days advance notice, at least one BoER member will attend an offering of local, state, and/or federally sponsored elections training in person when funded by the Camden County (CC) Board of Commissioners (CCBOC).

**Commented [KR3]:** Need to remove

**Strategy 2.3.2.** With at least 30 days advance notice, at least one Election Official will attend an offering of virtual local, state, and/or federally sponsored elections training when provided at no cost to the attendee.

**Objective 2.4**

Publicly recognize contributions of Election Officials, poll workers, and polling location representatives in accordance with elections ethics guidance.

**Strategy 2.4.1.** Include funding in the FY budget for Thank-You note advertisement in the county's legal organ, the local newspaper, with words of appreciation to all those who participated in the most recent election without specifying any individual or organization.



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**Strategy 2.4.2.** Coordinate with CC BOC to hold a post-Election Appreciation Photo Opportunity with all Election Officials, poll workers, and polling location representatives. Present attendees with an individual Certificate of Appreciation signed by the BoER Chair at the time of the election. Upload a photo collage to the BoER website within five business days following the event. Submit photos and a brief article to the local newspaper for inclusion in the next edition of the local newspaper for which space permits.

**Goal 3**

**Develop fiscally responsible business processes.**

**Objective 3.1**

Formalize budget development for elections and registration processes with formal Board approval in sufficient time to submit to Camden County Board of Commissioners for the upcoming fiscal year (FY) budget approval process.

**Commented [KR4]:** Change to CCBOC

**Strategy 3.1.1.** Maintain a current list of line items that need to be incorporated into the BoER planned budget for the current plus two FYs. [See Explanatory Note for Strategy 3.1.1.]

**Commented [KR5]:** Should be removed.

**Strategy 3.1.2.** Complete due diligence as a Board on items that need to be incorporated into the next FY planned budget, including preparation of brief impact statements should the CC BOC not approve funding for the line item.

**Commented [KR6]:** Remove Space

**Strategy 3.1.3.** Approve a BoER budget during a regular BoER meeting early enough in the FY to submit to the CC BOC and revise as necessary in a subsequent BoER regular meeting in sufficient time for final approval by the CC BOC deadline.

**Commented [KR7]:** Remove Space

**COMMENT:** Based on the budget process (Time frame at the BOC level) not sure there will be an opportunity for BOER to revisit the budget during a regular meeting before it is presented to the CCBOC.

**Objective 3.2**

Use historical data to project line-item costs essential to mission accomplishment.

**Strategy 3.2.1.** Analyze historical cost data to calculate variances from the three most recent years (when available) of approved BoER budgets. When cost variance from one FY to the next increases by more than 10%, attach a brief justification in support of continued funding of the line item.

**Strategy 3.2.2.** For line items not previously funded, prepare a brief justification for including the funding in the next FY's budget.

**Objective 3.3**

Prepare an after-action report (AAR) within 30 days following the reporting of all certified election results\* to assess the activities throughout each election and identify processes to replicate as well as processes to improve.

**COMMENT:** § 21-2-501. Number of votes required for election; runoff

5) The run-off primary, special primary runoff, run-off election, or special election runoff shall be a continuation of the primary, special primary, election, or special election for the particular office

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concerned. Only the electors who are duly registered to vote and not subsequently deemed disqualified to vote in the runoff for candidates for that particular office shall be entitled to vote therein, and only those votes cast for the persons designated as candidates in such run-off primary, special primary runoff, run-off election, or special election runoff shall be counted in the tabulation and canvass of the votes cast. No elector shall vote in a run-off primary or special primary runoff in violation of Code Section 21-2-224.

Commented [KR8]: Need to remove

**Strategy 3.3.1.** At the beginning of each election cycle (i.e., prior to the established registration deadline), identify processes (e.g., voter registration, absentee ballot process, early voting, Election Day voting, and final elections reporting) to focus on during the election cycle and begin to capture data on the processes identified. Compile the data and finalize the AAR within 30 days after certified results have been reported\*.

\*If the election results in a runoff, a combined (AAR) shall be prepared.

**Objective 3.4**

Execute a plan to relocate the BoER Office to the most accessible and secure location feasible to equitably serve Camden County.

**Strategy 3.4.1.** Finalize a list of feasible sites to which the BoER office can be relocated, confirming that each site meets the security requirements mandated by the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) as well as all requirements mandated by the Georgia Secretary of State.

**Strategy 3.4.2.** Ensure sufficient funding is available to fund the BoER relocation, requesting emergency funding if necessary.

**Goal 4**

**Engage the Camden County electorate to foster greater awareness of local, state, and federal elections.**

**Objective 4.1**

Develop a plan to actively engage the entire Camden County (CC) community, stratified by demographic segments such as age, gender, education, ethnicity, etc.

**Strategy 4.1.1.** Coordinate with non-partisan organizations (e.g., Carl Vinson Institute of Government, U.S. Census Bureau) to compile demographic information on the eligible voter population of Camden County.

**Strategy 4.1.2.** Stratify the compiled data to identify groups comprised of similar demographic characteristics.

**Strategy 4.1.3.** Explore various means of communication to ascertain the means of communication most effective for each demographic group.

**Objective 4.2**

Collaborate with Camden County Board of Education (CCBOE) to sponsor elections-related events for the entire K-12 school population. [See Explanatory Notes for Objective 4.2]

Commented [KR9]: Need to remove

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**Strategy 4.2.1.** Coordinate with CCBOE to develop voting-relevant information for integration into existing school curricula, appropriate for each student age group (e.g., elementary, middle school or high school).

**Commented [KR10]:** Removed space

**Strategy 4.2.2.** Coordinate with former CCBOE employees, such as the CC Retired Teachers Association, to help deliver structured age-appropriate voting-relevant presentations.

**Commented [KR11]:** Removed Space

**Objective 4.3**

Collaborate with CC employers, including the Naval Submarine Base Kings Bay civilian community, to foster relationships conducive to employees serving in some capacity during elections.

**Strategy 4.3.1.** Coordinate with CC employers, public and private, to identify ways that employers can support their employees giving back to the community through the elections process

**Objective 4.4**

Provide current non-partisan elections related information using various social media outlets.

**Strategy 4.4.1.** Expand the categories of information posted on the BoER webpage.

**Strategy 4.4.2.** Collaborate with post-secondary institutions in and around the area (e.g., College of Coastal Georgia, Valdosta State University) to identify opportunities for post-secondary students to complete unpaid BoER internships related to BoER social media data current.

**Commented [KR12]:** Need to check with HR concerning unpaid interns

**Objective 4.5**

Maintain current elections related information on the BoER website and through the CC legal organ, *Tribune and Georgian (T&G)* weekly newspaper.

**Strategy 4.5.1.** Collaborate with T&G staff to establish an ongoing presence in the newspaper such as a dedicated section of space.

**Strategy 4.5.2.** Each BoER member will write and submit for approval to the BoER at least one “Letter to the Editor” per calendar year on a non-partisan voting-related topic.

**Strategy 4.5.3.** Elections Supervisor will inform T&G staff of upcoming voting-related events to foster the greatest environment feasible for having a press presence at BoER voting/elections events.